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**THE DIOCESE OF CLOYNE**

**Annual Report**

**Of**

**CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE**

**FOR THE YEAR**

**2013**

**Cloyne diocesan safeguarding children policy document*, Safeguarding Children in the Diocese of Cloyne (December2010),* was reviewed in November 2010 by the National Board for Safeguarding Children in the Catholic Church in Ireland and was adjudged to meet the standards set out in the Safeguarding Children Standards and Guidance Document. The policy was similarly approved by the HSE Audit Into Safeguarding Children Arrangements in the Catholic Church in Ireland (2012).**

**May 2014**

**At a glance – safeguarding children in the Catholic Diocese of Cloyne**

The work of safeguarding children in the Catholic Diocese of Cloyne is comprehensive, well structured, planned, ongoing and facilitated by:

**1. Approved policies**: our policy- *Safeguarding Children in the Diocese of Cloyne* and its procedures are approved by the National Board for Safeguarding Children in the Catholic Church.

**2. A solid structure to implement the policies** – with the main responsibility on the Bishop, Cloyne Diocesan Safeguarding Committee, Diocesan Garda Vetting Signatory, Designated Liaison Person(s), Parish Priests, Parish Safeguarding Representatives, trained Church personnel, staff and volunteers and Parish Safeguarding Committees.

**3. Clear procedures for recognising, responding to and reporting** concerns - including:

Definitions, signs and symptoms to facilitate recognising abuse.

Comprehensive guidance about how to respond to someone who raises an allegation or concern– including a list of Do’ & Don’ts.

**4. Prevention strategies** – Strict and mandatory recruitment and selection procedures, including Code of behaviour for Church personnel, staff and volunteers, code of behaviour for children, and a range of other preventative mechanisms, including sacristy registers which must be signed.

**5.Training and education facilitated by qualified trainers**, which is ongoing and is provided for each role under the guidance of the Diocesan Training Coordinator and under the direction of the NBSCCI.

**6. Communication mechanisms** including written and electronic communication, parish information meetings, consultative meetings, annual newsletters and Biennial Safeguarding Children Conferences and a website specifically dedicated to safeguarding children – [www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie)

**7. Dedicated notice boards** in each church and sacristy containing the diocesan safeguarding children policy statement and contact details (in various languages) for those who wish to raise a safeguarding children concern or allegation and contact details of agencies that provide help and support.

**8. Implementation and monitoring strategies** which include- annual plans of action, deadlines, annual parish audits, Certificates of Full Compliance and published Annual Reports.

**9. Provision of services by CDSCC to priests and parishes** including advice, resources, training, garda vetting and various documents – Empowering Children to Speak out, Sample Parish Policy,

Code of behaviour for Church personnel, staff and volunteers – basics for working with children.

**10. A dedicated Diocesan Safeguarding Children Office** – specifically for the administrative and communication work associated with safeguarding children in the diocese.

**11. Updating policies and implementation strategies** to comply with newly evolving methodologies and with changes in government legislation and with revised directives from the National Board.

**12.A clear vision** – 100% implementation of 100% procedures and guidelines in 100% of parishes.

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**CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE (CDSCC)**

**ANNUAL REPORT FOR THE YEAR 2013**

**Foreword**

***Cloyne Diocesan Safeguarding Children Committee (CDSCC) is committed to serving ‘diocese and parish.’ Its work is informed by the gospel imperative of Jesus in Matthew (19:14) and governed by gospel values of service, humility, ‘wellness’ in what we do and perseverance to ensure that a standard of excellence prevails in safeguarding children provision in all areas of Church life and activity.***

***Ever mindful as we are of the pain of those who suffered abuse, particularly child sexual abuse, we are firm in our resolve to do all that we can to ensure, that such awful deeds will never again be perpetrated in any area of Church life or activity in the Catholic Diocese of Cloyne.***

***This annual report gives a broad and comprehensive account of the extensive activities of the Cloyne Diocesan Safeguarding Children Committee (CDSCC) during the year January – December 2013.***

***It outlines our defined role, the methodologies we employed in implementing the standards of the NBSCCC and the clear vision that informs our activities. It outlines the sources of inspiration that motivate and drives us forward with firm resolve to achieve and maintain a standard of excellence for safeguarding children in the Diocese of Cloyne.***

**Many *elements of our work are described –thirty three from the Plan of Action & Schedule of work for 2013, seven based on the recommendations from the annual report of 2012 and a number of other miscellaneous items are also addressed.***

***The report broadly describes how we addressed each of the seven standards of the Standards and Guidance Document for the Catholic Church in Ireland.***

***Some notable achievements are listed such as the increasing number of volunteers trained via parish information meetings and the successful establishment of Parish Safeguarding Committees (PSC’s). In this context we encouraged all volunteers and the broader Church community to attend such trainings – irrespective of whether or not their roles involved them in direct contact with children.***

***Recommendations are made aimed at eliminating specific difficulties, adapting to change and further developing the work, of safeguarding children in our diocese.***

***On behalf of Cloyne Diocesan Safeguarding Children Committee, we are pleased to present this report to the Bishop William Crean in the belief that CDSCC has faithfully fulfilled its safeguarding children obligations on behalf of the Diocese of Cloyne in 2013.***

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**Con Lynch Rosarie O’Riordan**

**(Chairman) (Executive Secretary)**



**CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE (CDSCC)**

**Cloyne Diocesan Safeguarding Children Office:**

**Mallow Community Youth Centre, New Road, Mallow, Co. Cork**

**Tel.022/21009 and (086/7766196 for out of office hours**)

Email: [safeguardingchildrenoffice@cloynediocese.ie](mailto:safeguardingchildrenoffice@cloynediocese.ie)

[www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie)

**Committed to serving diocese and parish**

**The defined role of Cloyne Diocesan Safeguarding Children Committee (CDSCC)**

The role of CDSCC is defined in the *Standards and Guidance Document for Safeguarding Children in the Catholic Church*:

\*The provision of training.

\*The safe recruitment of staff and volunteers within their service area.

\*Creating, maintaining, and monitoring a safe environment for children in all areas of \*Church life and activity.

\*Advising on the human resources required for implementing best safeguarding practice across services.

**Approach and Methodology**

CDSCC fulfils its defined role through a methodology which inter alia includes:

* Decision making at carefully managed meetings informed by a detailed agenda.
* Allocation of manageable tasks to individual members.
* Allocation of the larger administrative tasks to the executive secretary in the safeguarding children office and or to the chairperson.
* A recap of decisions and outline of the tasks allotted is circulated to all members approx one week after the meeting.
* An agenda which includes a reporting section from those to whom tasks were allotted, is issued approximately one week before each meeting.
* Individual reports of progress are made at the meeting and recorded.
* Decisions are usually based on consensus.
* Executing functions between meetings are the remit of the chairman and direction and advice are effected in this way.
* Administration and communication are effected via the dedicated safeguarding children office in Mallow.
* Some specific communication with priests is routed through the Cloyne Diocesan Centre in Cobh.
* Service is provided to priests, parish representatives and parishes generally via the safeguarding children office, training, publications, conferences, as well as via consultative and informational meetings.

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**Meetings during 2013**

**Full committee meetings:**

**10** full committee meetings, involving morning and afternoon sessions, were held in Mallow Community Youth Centre.

Agendas are circulated in advance of each meeting and contain a reporting section to enable members to report on how tasks undertaken had been progressed since the previous meeting.

Recaps of decisions are circulated approximately one week after each meeting and tasks undertaken by individual members are outlined.

The full committee met with Bishop Crean on October 29th.

Meetings in November as requested with the audit team appointed by NBSCCC.

**Other meetings involving members of CDSCC during 2013**

**Meetings with specific individuals regarding the work of safeguarding children in the diocese:**

**Members attended**

At Deanery Meetings of priests in Macroom, Mallow, Midleton and Fermoy.

A subcommittee met in Mallow 30th Sept

**Chairman & Secretary** **met**:

Designated Liaison Person (DLP) and Deputy DLP in Mallow 25th April and on 21st October

DLP in Cobh on 17th October.

Bishop Crean on May 2nd.

HSE Official

HSE Senior Social Worker

HSE official and Community Workers 10th Sept

Head Auditor 3rd Dec.

**Chairman met**:

Mr. Brian Williams Regional Director of Cloyne Diocesan Youth Services on 23rd January.

The Director of Safeguarding in Diocese of Cork (28th March)

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**Events:**

Major event: Ordination of Canon William as Bishop of Cloyne 27th January 2013

Launch of website in Silver Springs Hotel 27th July

Presentation of Certificates to Parish Safeguarding Representatives

Distribution of Newsletters

Safeguarding Children Conference 12th October

**Change and evolution**

Change to Garda Vetting Policy – priests notified (16th August)

Production of revised version of existing policy document: *Safeguarding Children in the Diocese of Cloyne.*

Production of new policy document: *Safeguarding Children and Vulnerable Persons in the Diocese of Cloyne (Nov 2013).*

Review of the Safeguarding Practice in the Diocese of Cloyne by the National Board for Safeguarding Children in the Catholic Church in Ireland in December.

Internal Review of the Operation of CDSCC

**Publications**

Safeguarding Children Newsletter Second Edition Summer 2013

Annual Report 2012

The Garda Vetting Process and Appeals Procedure in the Catholic Diocese of Cloyne

The dedicated **[www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie)** website featuring:

Resources.

Downloadable information.

Advice.

Frequently Asked Questions.

Reports.

Latest news and much more on dedicated website

Template for establishing Parish Safeguarding Committees.

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**Office Accommodation, service and support provision, administration and staff**

**Office hours and availability**

The Safeguarding Children Office (Tel 022/21009) is open Monday –Thursday from 9am – 3pm to provide advice, support and services to priests and parish safeguarding representatives and to progress the administrative work of the committee.

Help is available from CDSCC Chairman (Tel. 086/7766196) in the event of the office not being attended or outside of office hours).

**Administration –office accommodation**

1. Cloyne Diocesan Safeguarding Children Office is based in Mallow Community Youth Centre.
2. The home office of the chairman is utilised for some work of the committee, principally for drafting of policies, agendas, recaps, documentation, progressing the work generally and for some correspondence with agencies and individuals involved with safeguarding children in the diocese and outside.

**Administration – staff**

The office is managed by executive Secretary Rosarie O’Riordan the sole employee whose hours of employment by the diocese correspond to the office-opening hours.

Additional staff support is provided by occasional part time workers employed by Mallow Community Youth Centre under government schemes and we acknowledge their help.

We acknowledge the work of management and personnel from Mallow Community Youth Centre for the substantial and invaluable assistance given to the work of safeguarding children in the diocese during 2013.

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**Roles and responsibilities of committee members:**

Rosarie O’Riordan: Secretary, Qualified Trainer, Training Coordinator and Diocesan Garda Vetting Signatory for Church Personnel, Staff and Volunteers etc.

Fr. Eugene Baker: Qualified Trainer acted as editor of the Newsletter Safeguarding Children published in summer 2103.

Con Lynch: Qualified Trainer and Chairman with responsibility to perform executive functions in the interim between meetings ensuring that the work is continuous and ongoing, and for generally progressing and drafting policy and specific work assignments.

Individual members are responsible for carrying out specific designated assignments in the interim between meetings and for subsequently making progress reports to the committee.

As part of CDSCC’s training, education and communicating the Church’s safeguarding message, teams (usually consisting of two CDSCC members) visit parishes to make presentations at parish information meetings thus ensuring that all relevant Church personnel, staff and volunteers at parish level are provided with basic education and resources regarding the safeguarding children policy and guidelines of the diocese..

Ms. Claire O’Mahony, CDYS also delivered training during 2013.

**Research** was conducted by CDSCC teams during 2013 with a view to expanding the safeguarding knowledge base of the committee regarding issues relating to the safety of children and vulnerable persons.

This research investigated safeguarding issues such as social media and internet bullying as well as other issues outside of Church life and activity e.g. parental neglect, homeless children, vulnerable adults and the elderly.

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**ANNUAL REPORT FOR THE YEAR 2013**

***Ever mindful as we are of the pain of those who suffered abuse, particularly child sexual abuse, we are firm in our resolve to do all that we can to ensure, that such awful deeds will never again be perpetrated in any area of Church life or activity in the Catholic Diocese of Cloyne.***

**Executive Summary – the work at a glance**

During 2013, CDSCC applied itself to the work associated with its role by drafting and then adhering to a carefully structured *Plan of Action and Schedule of Implementation 2013* which inter alia included:

1. Provision of service and support for priests and parishes,
2. Schedules for meetings
3. Programme development e.g. on bullying, social media and research,
4. Provision of informational reports.
5. Establishing and developing links with Bishop Crean,
6. Schedule for training parish representatives.
7. Delivery of training for parish representatives, committee members and others
8. Work on a *Transfer Manual* to assist incoming parish priests.
9. Review of power point presentation for parish information meetings.
10. Draft structure and methodology for establishing parish safeguarding children committees
11. Work on annual report
12. Delivery of Parish information meetings.
13. Preliminary work on Newsletter.
14. Promoting the establishment of parish safeguarding committees to assist parish priest and parish representatives.
15. Publication and distribution of annual report.
16. Planning publication of Newsletter
17. Linking with DLP and Deputy DLP
18. Linking with various HSE personnel
19. Meet College of Consultors or Council of Priests – garda vetting to main item for discussion
20. Draft checklist & calendar to assist parishes with implementation
21. Official launch or website by Bishop Crean.
22. Ceremony for presentation of certificates to those (mostly parish safeguarding representatives) who completed training course. This one day event to include an address and presentation of certificates by Bishop Crean.
23. Distribution of Safeguarding Children Newsletter
24. Ongoing work on planning: Safeguarding Children Conference, additional training, establishing parish safeguarding committees, parish information presentations for the autumn/winter period.
25. Parish information meetings: issuing invitations – scheduling and planning.
26. Safeguarding Children Conference.
27. Deadline for establishment of parish safeguarding children committees in every parish.
28. Drafting Template for Parish Safeguarding Committees.
29. Amended policy document to be finalised.
30. Ongoing revision of policy document
31. Production of the draft policy document *Safeguarding Children and Vulnerable Persons in the Diocese of Cloyne* (Nov 2013)
32. End of year review of implementation of plan.
33. Commence preparations Annual Report 2013 or overall account of work done.

Recommendations from 2012 Annual Report

In addition to addressing the items listed in the *Plan of Action and Schedule of Implementation 2013* CDSCC also worked on recommendations from Annual Report 2012:

(i) A strategy aimed at ‘winning of hearts and minds, thus facilitating improved communication and cooperation among all Church personnel, staff and volunteers in the work of safeguarding children.

(ii)Establishing a safeguarding children committee, comprised of priest(s), parish safeguarding representatives and others in every parish to ensure ongoing upgrade and full implementation of diocesan policy and to alleviate the workload that requirements of safeguarding children imposes on the parish priest/administrator.

(iii) Encourage the National Board for Safeguarding Children in the Catholic Church to keep diocesan safeguarding children committees up to date with developments through establishing and communicating directly with them via a direct line of communication.

(iv)That two appointees are appointed to the appeals panel in line with the recommendation in the new Garda Vetting and Appeals Procedures adopted during 2012.

(v) To promote the principle that Cloyne Diocesan Safeguarding Children Committee should be kept up to date and fully informed by the hierarchy regarding any changes in policy at diocesan or national level.

(vi) Discussions with relevant diocesan councils or personnel with a view to progressing and refining aspects of recruitment and selection policy, with specific reference to garda vetting.

**Other Issues addressed during 2013 included**

1. The Review of Safeguarding Practice in the Diocese of Cloyne undertaken by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) which involved substantial work for the committee to ensure that all relevant materials were provided to the auditors in organised hardback format and additionally to comply with their subsequent request to provide them with the material in electronic format.
2. Particular initiatives were taken to help ”win hearts and minds”



**CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE (CDSCC)**

**ANNUAL REPORT FOR THE YEAR 2013**

**Introduction**

***Our safeguarding children policy document, Safeguarding Children in the Diocese of Cloyne (December2010), was reviewed in November 2010 by the National Board for Safeguarding Children in the Catholic Church in Ireland and was adjudged to meet the standards set out in the Safeguarding Children Standards and Guidance Document. The policy was similarly approved by the HSE Audit Into Safeguarding Children Arrangements in the Catholic Church in Ireland (2012, which adjudged that all criteria were fully met).***

This report reflects a solid methodical progression achieved by means of a carefully structured Plan of *Action & Schedule of Work for 2013*.

Consolidation of procedures and implementation mechanisms for achieving full compliance were progressed at diocesan level and at parish level.

CDSCC continued to adhere rigidly to the Standards and Guidance Document for the Catholic Church in Ireland published by the NBSCCC and implemented changes and revisions as required by the NBSCCC. Our work with each of the seven standards is outlined in the following paragraphs.

**Standard 1**

**1. A written policy on keeping children safe**

1.1 The diocesan policy document currently in use is *Safeguarding Children in the Diocese of Cloyne (Dec 2010 addended to incorporate policy changes at diocesan and national levels and to reflect updates in terminology and titles.*

1.2 Changes and new developments in legislation, procedures, guidances and terminology were accommodated within diocesan policy documents *(Revised Edition of Safeguarding Children in the Diocese of Cloyne)* and these changes were notified and implemented as appropriate.

1.3 Changes and updates were reflected in **policies**, principally in relation to the garda vetting element of recruitment and selection procedures but also in relation to new arrangements and new and revised terminologies for roles and titles.

1.4 A new draft policy document *Safeguarding Children and Vulnerable Persons in the Diocese of Cloyne (November 2013)* was drafted to ensure compliance by the diocese with new government guidance i.e. the *Children First: National Guidance for the Protection and Welfare of Children (2011)* and compliance with new government legislation - *The National Vetting Bureau (Children and Vulnerable Persons) Act 2012.* It is not appropriate to publish or implement the November 2013 policy it due to the delay in making the 2012 Act operational.

**Standard 2**

**2.1 Procedures – how to respond to child protection allegations and suspicions**

Procedures for **responding to concerns or allegations of abuse** were progressed significantly and widely communicated using a variety of media e.g. our dedicated website, the Safeguarding Newsletter, Local Radio and presentation of information sessions at parish level and to groups.

2.2 Reporting procedures outlined in the policy document Safeguarding Children in the Diocese of Cloyne include:

*Information on the procedures to be followed by a member of the Church or anyone else can use to express a concern about a child the different options available for a member of the Church who wishes to express a concern about a child.*

This information is contained in text, in a flow chart, in an illustrative poster page and augmented by eleven pages of guidance regarding reporting procedures.

2.3 Just like the December 2010 policy document, the new 2013 Draft policy document *Safeguarding Children and Vulnerable Persons in the Diocese of Cloyne (November 2013)* contains extensive reporting procedures and additional information compliant with the new guidance and legislation referred to in 1.4 above:

* *Key Reporting principles which inter alia state the responsibility to share child protection concerns with agencies responsible for assessing and investigating them.*
* *A flow chart illustrating the various reporting options and pathways that a member of the Church or anyone else can use to make a report regardless of who their concern is about.*
* *A illustrated chart outlining the reporting paths and options open to:*

1. *All Church staff and volunteers who wish to raise a concern, in which any member of Church staff or volunteer is the person against whom the allegation is being made.*
2. *All Church staff and volunteers and anyone else who wishes to raise a concern, in which any member of Church staff or volunteer is the person against whom the allegation is being made*
3. *All Church staff and volunteers and anyone else who wishes to raise a concern, in which any member of Church staff or volunteer is not the person against whom the allegation is being made.*

* *The obligation to report is clearly stated: “Any reasonable concern or suspicion of abuse or neglect must elicit a response.” It is not a matter of choice.*
* *The obligations to act to prevent endangerment to a child and the penalties for failure to do so under Section 176 of the Criminal Justice Act 2006 are outlined in the policy.*
* *Twelve pages of guidance and information regarding reporting concerns/suspicions of child abuse are provided.*

2.4 Literature such as the *Parish Safeguarding Children Policy Statement, Guidelines, Roles and Responsibilities Parish* (Dec 2010) and *The Code of Behaviour for Church Personnel, staff and volunteers – basics for working with children* as well as a particular emphasis on diocesan guidance on *Empowering Children to Speak Out* all contribute to the overall safeguarding tapestry. They are available on the dedicated website and form part of all presentations on safeguarding children issues. Collectively these documents cover the entire safeguarding spectrum but they reflect strong emphasis on the three R’s and on strategies for preventing harm to children.

*CDSCC places particular emphasis on advising children of their right to be safe and empowering them to speak. A one page document Empowering Children to Speak Out was issued to parishes by CDSCC in October 2011 and provides guidance on what to say to children e.g.*

* *They have the right to be safe*
* *They can raise concerns with specific individuals within the parish Church organization. (See Appendix 4 for Empowering Children to Speak Out document).*

2.5 The *Empowering Children to Speak Out* document, is also incorporated into *The Code of behavior for Church personnel, staff and volunteers – basics for working with children* and is on the dedicated website [www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie) under Frequently asked Questions section. All Church personnel, staff and volunteers must read and sign the *Code of behavior for Church personnel, staff and volunteers – basics for working with children.*

**Standard 3**

**3.1Preventing harm to children**

This work continued to be promoted via parish information meetings. At these meetings, CDSCC members make a power point presentation and attendees participate in various activities based on hypothetical situations.

Dates for these meetings are agreed with the parish priest and guidance provided regarding who should be invited. (See Appendix 5)

**3.2 Empowering children to speak out**

CDSCC published a specific information for children must be explained to them by groups leaders etc. This leaflet states:

*At parish level, children should be made aware that:*

* *they have the right to be safe*
* *theycan raise concerns with specific individuals within the parish church organisation.*
* *if they feel uncomfortable about raising concerns with the named individual(s) within the Church organisation, they should tell someone they can trust and keep telling them until they are listened to.*
* *they can contact the Diocesan Designated Officer, Gardaí, H.S.E. and that these contact details are on display*
* *there are contact details for other agencies that they can contact e.g. child safeguarding and children’s help-lines*
* *the codes of behaviour are on display*

*Consideration should be given to how disabled children can communicate their complaints especially if they have verbal communication difficulties.*

*Remember how vulnerable disabled children are to abuse.*

*This leaflet is available in the Frequently Asked Section of the dedicated website* [*www.safeguardingchildrencloyne.ie*](http://www.safeguardingchildrencloyne.ie) *and in the Code of behaviour for Church personnel staff and volunteers – basics for working with children.*

*Empowering children to speak out is specifically promoted in the power point presentations for parish information meetings.*

See Appendix 4 – Empowering children to Speak Out.

**3.3 Garda Vetting**

**Extension of vetting criteria**: The requirement for garda vetting was extended toinclude the following in October 2013:

1. All church personnel/ staff and volunteers who work with children in the *You Shall Be My Witnesses Programme,* are required to submit to garda vetting.
2. All adult members of groups comprised of adults and children (under 18’s) including choirs, prayer groups, and other such groups are required to submit to garda vetting.

This extension led to an increase in the number of applications which required processing via the Diocesan Garda Vetting Coordinator in the Diocesan Safeguarding Children Office in Mallow.

**3.4 Application forms and checking references**: A concerted effort was made to ensure that all parishes had been fully adhering to the recruitment and selection procedures that require application forms to be filled, references obtained and checked out. Members of the committee emphasised this at meetings of priests in four of the five deaneries and written guidance was also issued to every parish priest.

**3.5 Data base**: The data base relating to Church personnel, staff and volunteers was centralised and updated to facilitate easy management of processing the Garda vetting applications and to generally facilitate adherence by the diocese to its recruitment and selection policy and guidance. The data base is established and maintained in accordance with the requirement of data protection legislation.

**3.6 It is anticipated that further extension of the garda vetting** requirement will be implemented following on planned consultation and discussion with the priests of the diocese early in 2014

**Standard 4**

4.1The **training and education** capacity of the diocese was expanded by the training and approved certification of one additional trainer and by the regular up-skilling of existing trainers. The CDSCC chairman attended a Training in Maynooth in June and July and is now an accredited trainer.

The chairman and secretary attended a YMCA-PAKT Course in Oriel House Ballincollig on Promoting Cyber Safety on 16th March.

4.2 Training at **diocesan level** was progressed in a planned way by the Training Coordinator and delivered by fully trained trainers approved by the NBSCCC.

4.3 Teams from CDSCC made presentations at **parish level** and in a new departure delivered information and training to members and groups such as The Lourdes Group and The Bethany Bereavement Group. Bishop Crean was among those trained in the NBSCCC training programme delivered by CDSCC personnel.

**4.4 Five** **Training sessions** were provided principally for parish safeguarding representatives. **104** Individuals were trained in these NBSCCCI approved courses in 2013. Certificates are awarded to those who completed the training.

|  |  |  |
| --- | --- | --- |
| Bethany Bereavement Group | 12/01/2013 | 18 attendees |
| Parish Representative Training/ Priests/ Committee Members | 02/02/2013 | 28 attendees |
| Parish Representative Training | 02/03/2013 | 21 attendees |
| Parish Representative Training/ Religious Orders | 24/04/2013  25/04/2013 | 29attendees |
| Parish Representative Training /Priest/Bishop | 09/011/2013 | 8 attendees |

**4.5 Five** Training sessions for Church personnel, staff and volunteers at parish level were provided by CDSCC personnel via parish information meetings resulting in **133** individuals being trained under this form of training.

|  |  |  |
| --- | --- | --- |
| Clondrohid Parish Information Session | 19/03/2013 | 14 attendees |
| Mallow Parish Information Session | 09/04/2013 | 12 attendees |
| Fermoy Parish Information Session | 17/04/2013 | 23 attendees |
|  |  |  |
| Macroom Parish Information Session | 24/10/2013 | 40 attendees |
| Killeagh Parish Information  Session | 21/10/2013 | 44 attendees |

One training sessions delivered to the Lourdes Pilgrimage Group. 42 were trained in this module of training which is based on the power point presentation for parish information sessions.

|  |  |  |
| --- | --- | --- |
| Lourdes Group Information Session | 21/05/2013 | 42 attendees |

***279 individuals in total were trained to a level appropriate to their role in 2013.***

*4.6 Training of Church personnel, staff/volunteers who have specific roles e.g. Designated Liaison Person(s) etc attend at training organised by of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) i.e. which is the body within whose remit this aspect of training lies.*

**Standard 5**

**5.1 Communicating the Church’s safeguarding message**

As was the case in previous years communicating the Church’s safeguarding message is regarded as a matter of great importance. Great effort was expended in **communicating the Church’s safeguarding message** by CDSCC personnel through parish information meetings with the help and support of priests and parish safeguarding representatives and through the use of various media including the Second Annual Safeguarding Children Conference, the Safeguarding Children Newsletter, radio and other media.

5.2 Linkage with other agencies involved in safeguarding children was promoted through meetings with HSE personnel, meetings and discussions with safeguarding personnel from other dioceses and through contact with gardai and other groups involved with children including local I.N.T.O. representatives.

5.3 *The Safeguarding Children conference held in October in Tower Blarney afforded a great opportunity for linkage and interactive involvement of representatives of other agencies and groups including the gardaí, the I.N.T.O.’s Principals and Deputy Principals’ Committee (PDC), the Bethany Bereavement Group as well as priests, Parish Safeguarding Representatives, members of Parish Safeguarding Committees and Bishop Crean. The presence of Ms Teresa Devlin, C.E.O. of NBSCCI was a fine example of national to local linkage at its best.*

*5.4 Any member of Church personnel, staff or volunteer (or anyone else) could find themselves having to deal with a child abuse concern. It is therefore important that all Church personnel, staff and volunteers avail of training which will equip them with the knowledge to deal with such issues should they ever encounter them. Hence the need for all, including those that do not have contact with children, to attend at parish information meetings.*

**Standard 6**

**6.1 Access to advice and support**

Access to advice and supportis facilitated through the Diocesan Safeguarding Children Office through an out of hours contact number and through the Designated Liaison Person and the Deputy Designated Liaison Person. Additionally a lot of effort has been expended on assisting priests and parish representatives generally.

6.2 The drafting and handing over to the diocese of a *Transfer Manual* to assist newly appointed parish priests by providing them with comprehensive essential and useful information to facilitate them in their new role.

*6.3 At diocesan level additional support is being provided to individuals and it is by its nature subject to confidentiality. Support provided for complainants, perpetrators and survivors of abuse is outside the remit of CDSCC.*

*In this regard it is essential that appropriate information regarding this support is provided to CDSCC so that it can be included as appropriate in the policy document.*

6.4 More work is required to ensure inclusion of all parish safeguarding representatives and parish safeguarding committees are included in safeguarding children communications from CDSCC. This will require additional financial provision particularly for communicating with those who do not have e-mail.

Some frustration was experienced by CDSCC in areas of communication.

**6.4 Support and service provision**

The office provides advice, support and services to priests and parish safeguarding representatives and progresses the administrative work of CDSCC.

Help is available from CDSCC Chairman (Tel. 086/7766196) in the event of the office not being attended or outside of office hours).

Significant support is provided to CDSCC by management and personnel at Mallow Community Youth Centre.

See **Appendix 3** for list of supports and services provided by CDSCC to priests, parishes and safeguarding representatives.

**Standard 7**

**7.1 Implementation and monitoring**

Rules and regulations are ineffective unless there is **full implementation** and the corollary of this is that **monitoring** is essential. CDSCC has devoted much time, effort and varied mechanisms, encouragements and enticements to ensuring implementation in all forty six parishes – parishes of varying sizes, populations. The parish priest is central to successful implementation and CDSCC has put considerable effort into winning hearts and minds of diocesan clergy with varying perceptions regarding safeguarding children issues. Greater involvement of parish safeguarding representatives which is apparent throughout 2013 is very encouraging.

*7.2 The establishment of Parish Safeguarding Committees in more than forty parishes is a very significant advance and these are intended to alleviate the safeguarding workload of priests, many of whom already shoulder very heavy workloads.*

7.3Members of CDSCC also attended at deanery meetings of priests to advise on implementation matters and advice is routinely given via the diocesan safeguarding children office and via support telephone contacts.

7.4 Implementation and other safeguarding issues were discussed at separate meetings that the chairman and secretary of CDSCC had with Bishop Crean and with the DLP, Deputy DLP. A new procedure for expediting the return of information from parishes was agreed with Bishop Crean.

7.5The main **monitoring initiative** of the year was the October 2013 Parish Audit. **(See Appendix 6)** The diocese sets a target of full implementation i.e. 100% implementation of 100% guidelines in 100% of parishes. A Certificate of Full Compliance is issued to each parish once 100% implementation has been confirmed via the audit. The audit document is based on the template supplied by the National Office for Safeguarding Children but it also includes some additional items specific to the Diocese of Cloyne.

7.6 While the vast majority of parishes returned completed audit documents relatively promptly, there was significant delay by a minority. This debilitates the work of CDSCC and it is an issue which requires attention.

**Review of Safeguarding practice in the Diocese of Cloyne**

The Review of Safeguarding practice in the Diocese of Cloynewas conducted over a three day period 3rd - 4th and 5th December 2013 and was conducted at the request of Bishop Crean. The standards on which the reviewers based their judgement are those outlined in the Standards and Guidance Document for the Catholic Church in Ireland published by the NBSCCCI.

The review involved considerable additional workload in assimilating and preparing a large volume of documentation in hardback format which was presented to the head auditor on 3rd December.

After conclusion of Day 2 of the audit, the Chairman of CDSCC was asked to provide the hardback material already given in electronic format and while this request was acceded to willingly, it did involve a lot of additional work.

On day one of the review, the audit team met with the CDSCC as a group in Cobh and we provided them with answers to all questions asked.

On day 2, the audit team met with Parish Safeguarding Repesentatives from three parishes and one of these was the chairperson of a Parish Safeguarding Committee.

The Diocesan Training Coordinator who is also the Diocesan Garda Vetting Signatory and the Chairman of CDSCC made themselves available for separate interviews requested. The Chairman of CDSCC was not interviewed separately.

**Conclusions**

* Significant progress was made during 2013 particularly in widely communicating the safeguarding message, further tightening the recruitment and selection procedures and in training provision, implementation and monitoring..
* Communication with the NBSCCI and with the diocesan pastoral office is normally very good but it needs to be examined with a view to ensuring direct flow of important information to CDSCC.
* Promoting the gospel imperative and the living out of our baptismal promise as the criteria which demanded attendance of **all Church personnel, staff and volunteers** at parish information sessions was a significant strategy during 2013.
* The prompt return of the audit by a majority of priests indicates progress and understanding but delay by a minority debilitates the overall safeguarding work and potentially reflects adversely on the diocese as a whole.
* The establishment of Parish Safeguarding Committees (PSC’s) in a majority of parishes is a significant step which should help implementation at parish level.
* The Second Biennial Safeguarding Children Conference was very successful.
* Procedures for reporting concerns about child abuse were promoted widely via parish information meetings and other training sessions.
* Empowering children to speak out was promoted at all training and parish information sessions.
* While some progress was made in winning ‘minds and hearts’ there is a minority with a less than enthusiastic approach to involving themselves in safeguarding children work.
* The extent of administrative work now required by the safeguarding role of CDSCC cannot in future be met without significant adjustment in staff provision.

**Recommendations**

The following recommendations should be the subject of consultations with Bishop Crean and discussions in this regard should be concluded not later than 30th September 2014:

1. **Recruitment and selection**: That Bishop Crean would consider writing a letter to link with all Church personnel, staff and volunteers and encourage full participation in the recruitment and selection process as outlined in diocesan policy.
2. **Communication**: Issues relating to communication between the National Board, Bishop Crean, and some parishes with CDSCC should be discussed – with particular reference to direct lines of communication, responsiveness and provision/sharing of information. The provision of written information relating to advice and support should be provided to CDSCC so that it can be written into the policy document.
3. **Staffing levels commensurate with the work: (i)**That the hours of the Secretary/Training Coordinator/Diocesan Garda Vetting Signatory are extended from 25 to 35 hours per week. (ii) That discussions take place with Mr. Brian Williams regarding a strategic administrative plan and regarding the additional resources which might be required to implement it.
4. **The winning ‘minds and hearts’ of a minority** with a less than enthusiastic approach to involving themselves in safeguarding children work must be addressed in conjunction with the bishop.
5. **Encouraging all to attend parish information meetings**: Continue to promoting the gospel imperative and the living out of our baptismal promise as the criterion for all volunteers attending training at parish information meetings.
6. **Make it mandatory** for *all* Church staff/volunteers to attend suitable training or information sessions.
7. **Deadlines**: Address definitively the issue of failure to meet deadlines or return requested information or general non-responsiveness.
8. **Celebret**: Continue to ensure that all religious orders issue their priests with a celebret and that a record of these initiatives be retained.
9. **That a panel is in place** from which two appointees can be appointed to the appeals panel - as recommended in the new Garda Vetting and Appeals Procedures adopted during 2012.

***-Con Lynch, May 2014***

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**Appendix 1**

**About the Committee**

Cloyne Diocesan Safeguarding Children Committee (CDSCC) evolved from Cloyne Child Protection Committee, which was established in 2004 and which in turn succeeded a steering committee that had been established earlier that year

**Members of CDSCC**

Una Relihan, Cobh.

Rosarie O’Riordan, Grenagh.

Con Lynch, Macroom.

Canon Gerry Casey, Mallow.

Denis Ring, Midleton.

Fr. Eugene Baker, Shandrum.

Mary Corbett, Kanturk.

Tom Murray, Fermoy.

As Chairman, I want to acknowledge the loyalty and unfailing support of the members of the committee. They are faithful attendees at the meetings and faithfully fulfil assigned duties during the interim between meetings. They make themselves available to travel to parishes to communicate the Church’s safeguarding message.

I particularly want to acknowledge the commitment, sterling support and enormous work output of committee member Rosarie O’Riordan - CDSCC Executive Secretary and Diocesan Garda Vetting Signatory.

**The Role of CDSCC**

The role of Cloyne Diocesan Safeguarding Children Committee is defined in the Standards and Guidance Document published by the National Board For Safeguarding Children In The Catholic Church which states:

“The Safeguarding Committee has responsibility for:

The provision of training

The safe recruitment of volunteers and staff within their service area

Their role is primarily focused on creating maintaining and monitoring a safe environment for children in all aspects of Church life and activity and for advising on the human resources required for implementing best safeguarding practice across services.” – p55 S&G Document.

**Clear vision**

CDSCC’s work is informed by a clear vision for creation of a safe environment for children in all areas of Church life and activity i.e. 100% implement of 100% guidelines in 100% of parishes.

**Inspiration**

CDSCC is conscious and ever aware as we are of the pain of those who suffered abuse, particularly child sexual abuse, we are all the firmer and stronger in our resolve to ensure, that such awful deeds will not occur in the future

**Imperative**

CDSCC’s safeguarding children work is informed by the gospel imperative of Jesus in Matthew (19:14) and governed by gospel values of service, humility, ‘wellness’ in what we do.

**Commitment and Resolve**

Cloyne Diocesan Safeguarding Children Committee (CDSCC) is committed to serving ‘diocese and parish.’ and resolved to persevere and overcome all difficulties that obstruct the diocese in its efforts to implement its stated safeguarding children policy and in pursuit of this to continuously improve the administrative structures to ensure that the work was done speedily, comprehensively and efficiently.

**Appendix 2**

**Acknowledgements**

As chairman of Cloyne Diocesan Safeguarding Children Committee I acknowledge with gratitude the help and support which we received from the following:

Bishop William Crean, Bishop of Cloyne.

Ms. Rosarie O’Riordan, (CDSCC) whose roles include that of: Executive Secretary, Training Coordinator and Diocesan Garda Vetting Signatory.

Those priests throughout the diocese who worked conscientiously to ensure that all guidelines and procedures of diocesan safeguarding children policy were fully implemented in their respective parishes.

Parish safeguarding children representatives who helped to make their parishes fully compliant.

Fr. Jim Killeen, Pastoral Coordinator, Cloyne Diocesan Centre, Cobh.

Mrs. Eileen Greaney, Administrative Secretary, Cloyne Diocesan Centre, Cobh.

The staff at The National Office for Safeguarding Children, Maynooth, Co. Kildare.

Ms. Teresa Devlin CEO of the National Board.

Mr. Niall Moore, National Training Coordinator of NBSCCCI

Mr. Brian Williams, Director Cloyne Diocesan Youth Services (CDYS).

Mallow Community Youth Centre, for providing accommodation and facilities for our meetings.

The staff of Mallow Community Youth Centre.

Sister Claire Fox and Mr. Finbarr Motherway for their help with the assembling the data base.

Sr. Nuala O’Gorman for her help in constructing accurate records.

Canon Gerry Casey, Diocesan Webmaster for his help and advice on I.T matters and for his unfailing support.

Fr. Eugene Baker who edited the Safeguarding Newsletter.

Ms. Claire O’Mahony, Fr. Eugene Baker and Rosarie O’Riordan for their contribution to the provision of training.

Parish Safeguarding Committees, whose efforts contributed so much to ensure full compliance with all procedures, who helped to reduce the safeguarding workload of the parish priest and who are expanding the safeguarding work.

The many volunteers who attended training at parish information meetings.

The various CDSCC teams, including Denis Ring, Tom Murray, Mary Corbett and UNa Relihan who delivered education and training via parish information meetings.

The volunteers in many parishes who organised rooms and refreshments at parish information meetings.

Those priests who helped by words of encouragement, understanding and support.

The loyal, dedicated members of Cloyne Diocesan Safeguarding Children Committee, for their regular attendance, for faithfully completing and reporting on their allotted assignments, for their ‘mind and heart’ commitment to the work of safeguarding children.

**Appendix 3**

**List of services and supports provided by CDSCC to priests and parishes**

Cloyne Diocesan Safeguarding Children Committee has worked extremely hard to serve the diocese, and to provide service and support to priests and parish representatives. The list outlined below reflects many of the services and supports which CDSCC has provided to priests and parishes in 2013 and preceding years.

* Designing, publishing and circulating an appropriate policy document – Safeguarding Children in the Diocese of Cloyne.
* CDSCC individuals visited parishes (in some instances physically pinned up the mandatory notices in churches and sacristies).
* Ensuring that all priests available for ministry were trained in the Keeping Safe Programme.
* Ensuring that all priests available for ministry were garda vetted.
* Ensuring that all 46 parishes had trained parish safeguarding representatives and trained priests – 108 trained in NBSCCCI approved training course.
* Ensuring that garda vetting was applied to all relevant Church personnel, staff and volunteers.
* Providing dedicated notice boards at reduced price for parishes that wished to avail of this help.
* Designing and circulating a range of supporting documentation and guidelines to parishes including sample parish policy documents, code of behaviour for staff and volunteers, empowering children to speak out etc.
* Provision of advice and support for priests, parish representatives and Church personnel – even outside of office hours.
* Upgrading guidelines in accordance with new safeguarding developments.
* Defending the safeguarding children achievements of the diocese against inaccurate and adverse assessments
* Designing Certificates of Full Compliance to acknowledge the full implementation in some parishes, and to encourage those who were lagging behind.
* Direct help and advice to priests and answers to questions.
* Delivery of official forms to each parish.
* Establishment of dedicated website [www.safeguardingchildrencloyne.ie](http://www.safeguardingchildrencloyne.ie)

which inter alia provides downloadable assistance and documentation to priests and parishes.

* Availability of Cloyne diocesan safeguarding children office to facilitate priests and parish representatives in need of advice.
* Assisting priests by designing and presenting power points at meetings in each of the five deaneries.
* Providing practical support by designing and presenting power point presentations at specially convened parish information meeting.
* Visiting parishes to make power point presentation -Five parishes by 31st Dec 2013 resulting in training 133 individuals in that programme
* Provision of training to Lourdes Group -42 trained
* Provision of training to the Bethany Bereavement Group – 18 trained.
* Provision of training for Parish representatives & priests – 86 trained
* Drafted the new Garda Vetting Procedures and Appeals Process and made it available to priests and parishes.
* Ongoing availability to give advice or answer questions on policy issues – even outside of office hours.
* Design and delivery of a Transfer Manual to help facilitate the transition for newly appointed parish priests.

**Appendix 4**

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**Diocese Of Cloyne**

**Guidelines for empowering children to speak out**

**Q. When I am making children aware of their right to be safe and giving them the confidence to speak out – What should I tell them?**

**A**. Section 5.3 of the diocesan policy *Safeguarding Children in the Diocese of Cloyne,* provides specific guidance on this issue -

At parish level, children should be made aware that:

* they have the right to be safe
* they can raise concerns with specific individuals within the parish church organisation.
* if they feel uncomfortable about raising concerns with the named individual(s) within the Church organisation, they should tell someone they can trust and keep telling them until they are listened to.
* they can contact the Diocesan Designated Officer, Gardaí, H.S.E. and that these contact details are on display
* there are contact details for other agencies that they can contact e.g. child safeguarding and children’s help-lines
* the codes of behaviour are on display

Consideration should be given to how disabled children can communicate their complaints especially if they have verbal communication difficulties.

Remember how vulnerable disabled children are to abuse.

Additionally, children should be aware of the codes of behaviour including Sections 3.6 & 3.7 of the diocesan policy.

Section 1 of The Parish *Safeguarding Children Policy Statement, Guidelines Roles and Responsibilities* (Dec.2010), is also relevant –

**Children will be made aware** of the code of behaviour and of the safeguarding procedures, they will also be advised regarding whom they can speak to if they have a concern, and, made aware of the basic rules of the Stay Safe Programme i.e. **“Say No! Get away! Tell someone you can trust and keep telling them until you are listened to.**

Children should be made aware of these guidelines particularly during training/induction.

* **Issued by Cloyne Diocesan Safeguarding Children Committee**

**Oct. 2011**

**Appendix 5**

**Who Should Attend Parish Information Meetings?**

**Mandatory:**

1. Church personnel, staff and volunteers who have access to children as consequence of their roles.
2. The parents of altar servers.

**Strongly Recommended**

1. It is strongly recommended that Church personnel, staff and volunteers who do not have access to children should attend.

**Open Invitation**

Issued to all other parents and members of the general public.

**Who Should Attend Parish Information Meetings?**

**Mandatory:**

1. Church personnel, staff and volunteers who have access to children as consequence of their roles.
2. The parents of altar servers.

**Strongly Recommended**

1. It is strongly recommended that Church personnel, staff and volunteers who do not have access to children should attend.

**Open Invitation**

Issued to all other parents and members of the general public.

**Appendix 6**

**Parish Audit October 2013**

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**DIOCESE OF CLOYNE**

**Parish Self Audit (Oct.2013)**

**Name of Parish \_\_\_\_\_\_\_\_\_\_\_\_\_**

Person completing audit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_

**Standard 1 – Written Policy**

Q.1 Is the diocesan policy *Safeguarding Children in the Diocese of Cloyne* in place in your parish? Yes □ No □

Q.2 The policy states that all Church personnel are required to comply with it?

Yes □ No □

Q.3 Is the \_\_\_ *Parish Safeguarding Children Policy Statement, Guidelines, Roles and Responsibilities*” in place?

Yes □ No □

**Standard 2- Procedures for responding**

Q.1 Parish Safeguarding Representatives are in place your parish? (a) Yes □ No □

(b) How many\_\_\_ ?

Q.2 Staff/volunteers have been made aware of procedures for reporting allegations or disclosures of abuse? Yes □ No □

Q.3 Have any reports/concerns/complaints been reported to the Safeguarding Representative? Yes □ No □

Q.4 Have these reports been dealt with in accordance with diocesan policy on responding and reporting? Yes □ No□

Q.5 Are the contact details for the Church Designated Liaison Person (DLP), Social Services and Police/Gardai displayed in all churches (including sacristies) Parish Halls and any other venue used by the Parish? Yes □ No □

Q.6.Are these displayed dedicated notice board**?**

Yes □ No □

**Standard 3- Preventing Harm**

Q.1 Are safe recruitment and vetting procedures in place including use of the following?

• Application forms Yes □ No □

• Declaration Form Yes □ No □

• Vetting Yes □ No □

Q.2 Are references checked from Application Forms? Yes □ No □

Q.3 Are completed forms stored securely in the parish priest’s office (or parish office) Yes □ No □

Q.4 Is sensitive personal information stored on computer protected by password? Yes □ No □

Q.5 Is there a sign in/out book in the sacristy? Yes □ No □

Q.6 All relevant Church personnel, staff and volunteers have been given copies of the diocesan*“Code of behaviour for Church personnel, staff and volunteers – basics for working with children” \** Yes □ No □

Q.7 All relevant Church personnel, staff and volunteers have signed the agreement to adhere fully to Code? Yes □ No □

Q.8 (a) A code of conduct for children which has been drawn up in consultation with the children is in place? Yes □ No □

(b) All children have signed up to this code?

Yes □ No □

Q.9 Does each Parish Group involving children have an appropriate number of volunteers to supervise activities? Yes □ No □

Q.10 Are the telephone/contact details relating to children readily available where appropriate?

Yes □ No □

Q.11 Are all facilities in use compliant with health and safety standards? Yes □ No □

Q.12 Does your church/parish hall have a fully stocked First Aid Box? Yes □ No □

Q. 13. Is someone appointed to keep First Aid Box appropriately stocked? Yes □ No □

Q.14 Are all forms in place (eg recruitment, consent, incident etc)?

Yes □ No □

Q. 15 Attendances at youth events are:

(a) Recorded Yes □ No

(b) Collected and securely stored at the end of each year Yes □ No

Q.16 Are all records, forms, attendance sheets etc securely stored? Yes □ No □

Q.17 Is there guidance on the use of photography and internet use?

Yes □ No □

Q.18 Are children made aware of safeguarding procedures and made aware of whom they can speak to if they have a concern?

Yes □ No □

Q.19 (a) Have any issues arisen regarding: inappropriate behaviour, photographs, internet use, trips? Yes □ No □

Q.20 Do all Non-Parish Groups using Parish facilities have

(a) safeguarding policies and Yes □ No □

(b) insurance? Yes □ No □

Q.21 Have visiting clergy provided evidence that they are in good standing?

Yes □ No □

**Standard 4 – Training**

Q.1 Number of Parish Safeguarding Representatives who have completed approved training? \_\_\_\_ Number untrained? \_\_\_\_

Q.2 Number of priests who have completed approved training? \_\_\_ Number untrained? \_\_\_\_

Q.3 (a) Have Parish Information (or induction) Sessions on safeguarding policy and procedures been attended by relevant staff and

volunteers?

Yes □ No □

Q.4 Are there some relevant staff and volunteers who did not attend at parish information sessions?

Yes □ No □

Q.5 Have participants in parish activities and parents been made aware of parish and diocesan policies relating to child protection, good behaviour and complaints procedure (e.g. at a parish information session?

Yes □ No □

Q.6 Was training given to altar servers during this year? Yes □ No □

**Standard 5 – Communication**

Q.1 Is the child protection policy displayed and copies available to everyone?

Yes □ No □

Q.2 Is there information available for children on who to speak to if they have a concern?

Yes □ No □

Q.3 Does the policy document contain contact details for local child protection services?

Yes □ No □

**Standard 6 – access to advice and support**

Q.1 Is the name and contact details for the Designated Liaison Person (DLP) publicised?

Yes □ No □

Q.2 Does the policy document contain advice on responding to, and supporting, a child who discloses, or is suspected of being abused?

Yes □ No □

**Standard 7 – implementation and monitoring**

Q.1 A Parish Safeguarding Children Committee is in place?

Yes □ No □

Name of Chairperson:

----------------------------------------------------------

Name of Secretary:

--------------------------

Secretary’s contact details

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Q.2 Does the Safeguarding Children Committee hold the recommended minimum 4 meetings per year?

Yes □ No □

Q.3 Are the agendas, minutes on file?

Yes □ No □

Q.4 Please list all Youth Ministry groups in the Parish in the space below. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q.5 Is there provision for storage of documentation relating to all aspects of the safeguarding procedures?

Yes □ No □

Q.6 Are all forms and other records held securely?

Yes □ No □

Q.7 Do the Parish Safeguarding Representatives provide support to volunteers and monitor compliance with procedures?

Yes □ No □

Q.8 Have all Church personnel, staff and volunteers who have substantial unsupervised access to children and/or vulnerable adults submitted to garda vetting? Yes □ No □

**Signed:**

*(Parish Priest)*

**Date:**

**\*Notes: Please answer all questions. Write N/A if a question is not relevant to your parish**.

**Many resources are available from the website** [***www.safeguardingchildrencloyne.ie***](http://www.safeguardingchildrencloyne.ie) ***including****:*

The diocesan policy *Safeguarding Children in the Diocese of Cloyne*

*The“Code of behaviour for Church personnel, staff and volunteers – basics for working with children”*

\_The \_\_\_ *Parish Safeguarding Children Policy Statement, Guidelines, Roles and Responsibilities*

All essential forms.

Please check the website for updates and news*.*

**Appendix 3**

**CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE (CDSCC)**

**Cloyne Diocesan Safeguarding Children Office,**

**Mallow Community Youth Centre,**

**New Road, Mallow**

# Phone: 022-21009. Email: [safeguardingchildrenoffice@cloynediocese.ie](mailto:safeguardingchildrenoffice@cloynediocese.ie)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

26/09/2012

All Parishes

**Offer to help with Parish Information Meetings**

Dear

In keeping with our policy to assist parishes in their safeguarding children work, we will give power point presentations at parish information meetings, on dates yet to be agreed, during the months of October and November 2012.

If you wish to avail of this offer please complete and return the application slip below and return it, to reach the safeguarding office by **Friday 5th October 2012.**

**Who Should Attend Parish Information Meetings?**

**Mandatory:**

1. Church personnel, staff and volunteers who have access to children as consequence of their roles.
2. The parents of altar servers.

**Strongly Recommended**

It is strongly recommended that Church personnel, staff and volunteers who do not have access to children should attend.

**Open Invitation:**

Issue to all other parents and members of the general public.

Holding a parish information meeting is an essential element of good practice. The National Office has advised us regarding who should be invited to attend.

Kind regards\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rosarie O’Riordan (Secretary)

**Application**

**I request CDSCC to give a presentation at a parish information meeting.**

**Name of parish \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**