



# Safeguarding Children Annual Communication Plan-2017

Diocese of Cloyne

February 2017

## Cloyne Diocesan Safeguarding Children – Annual Communication Plan - 2017

<i>Who</i>	<i>What</i>	<i>How</i>	<i>Responsibility</i>	<i>When</i>	<i>Review</i>
All Church Personnel (Staff/ Volunteers/ Parish Representatives/ Parish Safeguarding Committees)	Diocesan Safeguarding Policy, Procedures, Guidance and Information.	Parish Safeguarding Notice Board	Parish Priest/Parish Safeguarding Representative	30th April 2017	Annually
		Parish Audits	CDSCC	Q. 4 2017	Annually
	National Safeguarding Board's Policy and Guidance.	Parish Resource Pack	CDSCC/Parish Priest	30th April 2017	Annually
		Training Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
	Contact details of the DLP	Designated Safeguarding Sunday	Diocesan Secretary/Parish Priest	Q.1 2017	Annually
		Parish Visitations	CDSCC	Ongoing	Annually
		Local Bulletins	Parish Priest/Parish Safeguarding Representative	Q.2 2017 Q.4 2017	Annually
		Diocesan Newsletter	Diocesan Secretary/Parish Priest	Q.3 2017	Annually
		Information Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
		Social Media	CDSCC	Ongoing	Annually
		National Safeguarding Board's Website	CDSCC (Advising Updates)	Available online	Quarterly
		Diocesan Website	Diocesan Secretary	Available online	Quarterly
		CDSCC Website	CDSCC	Available online	Quarterly

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<i>Who</i>	<i>What</i>	<i>How</i>	<i>Responsibility</i>	<i>When</i>	<i>Review</i>
Children/Parents/ Guardians/Carers	Diocesan Safeguarding Policy, Procedures, Guidance and information: - (including :- Code of behaviour & dealing with breaches, Safe care of children, Dealing with accidents, Supervision ratios, One to one contact, Participation of children with specific needs, Trips away, Social media and I.T.)  Contact details of DLP  National Safeguarding Board's Policy and Guidance.	Parish Safeguarding Notice Board	Parish Priest/Parish Safeguarding Representative	30th April 2017	Annually
		Parish Resource Pack	CDSCC/Parish Priest	30th April 2017	Annually
		Designated Safeguarding Sunday	Diocesan Secretary/Parish Priest	Q.1 2017	Annually
		Local Bulletins	Parish Priest/Parish Safeguarding Representative	Q.2 2017 Q.4 2017	Annually
		Diocesan Newsletter	Diocesan Secretary/Parish Priest	Q.3 2017	Annually
		Alter Server's Training	Parish Priest/Parish Safeguarding Representative	As required	Annually
		Information Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
		Social Media	CDSCC	Ongoing	Annually
		National Safeguarding Board's Website	CDSCC (Advising Updates)	Available online	Quarterly
		Diocesan Website	Diocesan Secretary	Available online	Quarterly
		CDSCC Website	CDSCC	Available online	Quarterly

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Priests	Diocesan Safeguarding Policy, Procedures, Guidance and information (including procedures in response to complaints & safe transition arrangements).  National Safeguarding Board's Policy and Guidance.  Contact details of the DLP	Hard Copy of National Safeguarding Board's Policy & Standards Document	Bishop	Jan. 2017	Annually
		Parish Safeguarding Notice Board	Parish Priest/Parish Safeguarding Representative	30th April 2017	Annually
		Parish Audits	CDSCC	Q.4 2017	Annually
		Parish Resource Pack	CDSCC/Parish Priest	30th April 2017	Annually
		Training Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
		Bishop's communication for Designated Safeguarding Sunday	Bishop/Diocesan Secretary	Q.1 2017	Annually
		Parish Visitations	CDSCC	Ongoing	Annually
		Information for Local Bulletins	CDSCC/Diocesan Trainers	Q.2 2017 Q.4 2017	Annually
		Diocesan Newsletter	Diocesan Secretary	Q.3 2017	Annually
		Information Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
		Diocesan Seminars	Bishop/Diocesan Secretary	Ongoing	Annually
		Social Media	CDSCC	Ongoing	Annually
		National Safeguarding Board's Website	CDSCC (Advising Updates)	Available online	Quarterly
		Diocesan Website	Diocesan Secretary	Available online	Quarterly
CDSCC Website	CDSCC	Available online	Quarterly		

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Lay Faithful General Public Media External Organisations	Diocesan Safeguarding Policy, Procedures, Guidance and information.	Parish Safeguarding Notice Board	Parish Priest/Parish Safeguarding Representative	30th April 2017	Annually
		Designated Safeguarding Sunday	Diocesan Secretary/Parish Priest	Q.1 2017	Annually
	National Safeguarding Board's Policy and Guidance.	Local Bulletins	Parish Priest/Parish Safeguarding Representative	Q.2 2017 Q.4 2017	Annually
		Diocesan Newsletter	Diocesan Secretary/Parish Priest	Q.3 2017	Annually
	Contact details of the DLP	Information Sessions	CDSCC/Diocesan Trainers	Ongoing	Annually
		Social Media	CDSCC	Ongoing	Annually
		National Safeguarding Board's Website	CDSCC (Advising Updates)	Available online	Quarterly
		Diocesan Website	Diocesan Secretary	Available online	Quarterly
		CDSCC Website	CDSCC	Available online	Quarterly