



Safeguarding Children Strategic Plan 2017-2019

Diocese of Cloyne

Date:

Plan Approved: _____

1st Review: _____

2nd Review: _____

3rd Review: _____

February 2017

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.	Ensure safe recruitment procedures are in place.	Review recruitment procedures for all relevant personnel in the Diocese and in parishes and communicate to all parishes.	CDSCC	Jan. 2017	30th April 2017
	Ensure proper vetting procedures are in place.	<ol style="list-style-type: none"> 1. Review the Diocesan Vetting Policy & Procedures 2. Ensure Diocesan Policy & Procedures are consistent with the legislation 3. Provide information and training, as appropriate, for Diocesan personnel and relevant agencies 4. Review the Vetting service provided for primary schools under the patronage of the Bishop 	CDSCC	Jan. 2017	30th April 2017
			CDSCC	Jan. 2017	30th April 2017
			CDSCC	Jan. 2017	30th April 2017
Ensure that safe arrangements are in place for visiting clergy or persons in any form of consecrated life seeking to minister in the Diocese.	Review the arrangements for visiting clergy or any persons in any forms of consecrated life	Diocesan Secretary/CDSCC	Jan. 2017	30th April 2017	

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	Ensure that safe arrangements are in place for religious congregations and new applicants for faculties to minister.	Review 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. 2017	30th April 2017
	Ensure that safe arrangements are in place for lay ministers.	Review the arrangements for existing and new lay ministers	CDSCC	Jan. 2017	30th April 2017
	Ensure that arrangements are in place for organisations for whom a vetting service is provided.	Review the arrangements in respect of organisations for whom a vetting service is provided	CDSCC	Jan. 2017	30th April 2017
	Ensure a functional database is in place.	Commence a review of the Databases currently being maintained, relevant to safeguarding with a view to developing an integrated system.	CDSCC	Jan. 2017	30th April 2017
1.2 The Diocese implements effective practice on the expected standards of adults' behaviour towards children.	Ensure that appropriate Codes of Behaviour for adults are in place and that procedures are in place for dealing with breaches of the code	Review and amend, as appropriate, all relevant aspects of Diocesan Procedures and communicate to all personnel	CDSCC	Jan. 2017	30th April 2017

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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.	Ensure that appropriate Codes of Behaviour for children are in place and that procedures are in place to deal with breaches of the code.	Review and amend, as appropriate, all relevant aspects of Diocesan Procedures and communicate to all personnel	CDSCC	Jan. 2017	30th April 2017
1.4 The Diocese implements effective practice in safe care for all children, including those with specific needs.	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.	Review and amend, as appropriate, all relevant aspects of Diocesan Procedures and communicate to all personnel	CDSCC	Jan. 2017	30th April 2017
1.5 The Diocese ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.	Ensure safe use of Church property including its hire for private functions	Review Diocesan guidance on safe use of Church property and issue to all parishes	CDSCC	Jan. 2017	30th April 2017
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	Ensure that clearly written Whistleblowing procedures are in place and circulated to all personnel.	Review and amend, as appropriate, all relevant aspects of Diocesan Procedures and communicate to all personnel	CDSCC	Jan. 2017	30th April 2017

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
involved in Church activities.					
1.7 The Diocese has a clearly written complaints procedure regarding safeguarding concerns that are not allegations of abuse.	Ensure that a clearly written complaints procedure is in place and communicated to all personnel.	Review, amend and communicate Diocesan Complaints procedures, as appropriate, to all personnel	CDSCC	Jan. 2017	30th April 2017
1.8 The Diocese implements effective practice for Church personnel on assessment of hazards when working with children.	Ensure that Diocesan procedures include guidance on assessment of hazards when working with children	Review, amend and communicate Diocesan procedures as appropriate, to all personnel.	CDSCC	Jan. 2017	30th April 2017
1.9 The Diocese implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.	Ensure that Diocesan procedures include guidance on use of technology, including Internet, texting, email, photography, CCTV and webcams.	Review, amend and communicate Diocesan procedures as appropriate, to all personnel	CDSCC	Jan. 2017	30th April 2017
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	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.	The Bishop will have written agreements in place for every cleric/religious who is ministering with children in an external organisation/diocese. All clerics/religious will sign the agreement to adhere to the child	Bishop	Jan. 2017	30th April 2017

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safeguarding practice.		safeguarding policy and procedures of that organisation/diocese.			
1.11 Implementation of Standard 1	Support Parishes to implement the Standard.	Endeavour to have at least two safeguarding representatives in each parish	Parish Priest with support of CDSCC	Jan. 2017	Dec. 2019
		Establish and maintain contact with individual Safeguarding Representatives and Child Safeguarding Committees.	CDSCC	Jan. 2017	Dec. 2019
		Supply a Parish Information Pack which includes posters, forms, information leaflets etc. to Safeguarding Representatives, Parish Safeguarding Committees and Parish personnel as required.	CDSCC	Jan. 2017	30 th April 2017
		Support Parish Priests in sourcing new Safeguarding Representatives as required.	CDSCC	Jan. 2017	Dec. 2019
		Parish visitations, safeguarding training, Parish Information Sessions.	CDSCC	Jan. 2017	Dec. 2019

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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	No	In process of development
Investigation of complaints of non-abuse	1.7	Yes	
Parish Safeguarding Representatives	1.11	Yes	
Parish Safeguarding Committees	1.11	Yes	

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>The diocese will develop and maintain detailed safeguarding procedures.</p>	<p>Develop and maintain detailed safeguarding procedures.</p>	DLP	Jan. 2017	30th April 2017
		<p><u>Canon Law</u> The Diocese will appoint a canon lawyer to ensure all appropriate procedures are followed in respect of Canon Law.</p>	Bishop	Jan. 2017	Completed
		<p><u>D.L.P</u> The Diocese will confirm a D.L.P and Deputy D.L.P to be responsible for ensuring that all suspicions, concerns, knowledge or allegations regarding child abuse are responded to appropriately.</p>	Bishop	Jan. 2017	Completed
	<p>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. 2017	31st Dec. 2019

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Standard 2.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	Ensure that proper procedures are in place to respond to all allegations of abuse and to deal with complaints regarding response.	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 a 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. 2017	30 th April 2017
	Responding to allegations against the Bishop of the Diocese	<p>If a safeguarding suspicion, concern, knowledge or allegation arise 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</p> <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. The Apostolic Nuncio will inform the Vatican Congregation for Bishops 	DLP	Jan. 2017	31st Dec. 2019

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Standard 2.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
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.	Recording of all suspicions, concerns, knowledge or allegations and action taken.	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.	DLP	Jan. 2017	31st Dec. 2019
	Liaison with relevant statutory authorities.	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.	Bishop/DLP	Jan. 2017	31st Dec. 2019
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.	Sharing information in order to keep children safe.	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).	Bishop/DLP	Jan. 2017	31st Dec. 2019

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.	Ensure procedures are in place for providing appropriate support, advice and pastoral care to the complainant.	<p>The DLP will offer to meet complainants and ensure they are</p> <ul style="list-style-type: none"> • Heard respectfully • Able to express their wishes • Identify their needs <p>All complainants and other persons affected will be offered</p> <ul style="list-style-type: none"> • A meeting with the bishop • A support person • Counselling • Appropriate specialist support <p>Members of complainant's family and others affected will be offered support and counselling, where sought.</p> <p>All complainants will be provided with information and support regarding reporting to the relevant statutory agencies.</p>	DLP	Jan. 2017	31st Dec. 2019
	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. 2017	31st Dec. 2019
	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. 2017	31st Dec. 2019

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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.	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. 2017	Completed
	Facilitate communication of complaints regarding Safeguarding Service and Standards	Appoint a Safeguarding Complaints person	Bishop	Jan. 2017	Completed
3.3 The Diocese works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.	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. 2017	31st Dec. 2019

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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
4.1 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 respondent. This is done in consultation with the respondent.	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. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	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. 2017	Completed
	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. 2017	31st Dec 2019

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.	Informing the respondent that an allegation has been received	The DLP will inform the respondent that an allegation has been received.	DLP	Jan. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	Ensure that the procedures in response to complaints of abuse by a priest will be circulated to all priests.	An overview of the Diocesan procedures in response to complaints of abuse by a priest will be circulated to all priests.	DLP	Jan. 2017	30th April 2017

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>Resumption of the Preliminary Investigation/ collection of proofs</p>	<p>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> <p>The Bishop will appoint a suitable person to conduct the Preliminary Investigation.</p>	<p>Bishop</p> <p>Bishop</p>	<p>Jan. 2017</p> <p>Jan. 2017</p>	<p>31st Dec 2019</p> <p>As required</p>
	<p>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>	<p>Bishop /DLP</p>	<p>Jan. 2017</p>	<p>31st Dec 2019</p>
	<p>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>	<p>Bishop /DLP</p>	<p>Jan. 2017</p>	<p>31st Dec 2019</p>

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
	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. 2017	31st Dec 2019
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.	Monitoring of the respondent	The relevant plan (interim or 31st Dec 2019), in respect of every priest who is the subject of a safeguarding complaint, will include arrangements for monitoring.	DLP	Jan. 2017	31st Dec 2019
	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. 2017	31st Dec 2019
	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. 2017	31st Dec 2019

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

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
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.	Ensure appropriate Training/ Induction Programmes are developed and delivered to all personnel in the Church's child safeguarding policy and procedures.	Provide an appropriate Training Programme targeted at: <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 	CDSCC /Diocesan Trainers	Jan. 2017	31st Dec. 2019
		All clergy in active ministry will be invited to Diocesan Meetings where safeguarding issues are addressed	Bishop/CDSCC	Jan. 2017	31st Dec. 2019
		Prepare appropriate Induction material	CDSCC/ Diocesan Trainers	Jan. 2017	30th April 2017
		Ensure that appropriate Induction material is	Parish Priest/Parish	Jan. 2017	31st Dec. 2019

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
		given to all new staff and that they sign the Agreement Form 5.1A (1)	Safeguarding Representatives		
		Provide Information sessions for all existing staff	CDS/CC/Diocesan Trainers	Jan. 2017	31st Dec. 2019
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.	Undertake a training-needs analysis	<p>Conduct an Annual Training Needs Analysis in Q.4 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 	CDS/CC/Diocesan Trainers	Jan. 2017	Q.4 each year
	Ensure that a Training Plan is developed and finalised.	<p>Develop an Annual Training Plan in Q.4 of each year, for the following 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 	CDS/CC in conjunction with Diocesan Trainers	Jan. 2017	Q.4 each year

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>5.3 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>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 in each Deanery. 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>CDSCC/Diocesan Trainers</p>	<p>Jan. 2017</p>	<p>31st Dec. 2019</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>					

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
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.	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. 2017	31st Dec. 2019
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.	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. 2017	31st Dec. 2019
	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. 2017	31st Dec. 2019
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.	Ensure the availability of appropriate support and supervision to all involved with the Church in relation to their responsibilities to safeguard children	Ensure access to appropriate support and supervision for all involved with the Church in relation to their responsibilities to safeguard children.	CDSCC	Jan. 2017	31st Dec. 2019
		Ensure that the services of the CDSCC and Diocesan Trainers are circulated to all.	CDSCC Diocesan Trainers	Jan. 2017	31st Dec. 2019

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

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.	Develop an Annual Communication Plan	Prepare Annual Communication Plan and approve the Plan in Q.4 of each year	CDSCC	Jan. 2017	Q.4 each year
		Prepare Annual Safeguarding Calendar in Q.4 of each year	CDSCC	Jan. 2017	Q.4 each year
6.2 The Diocese makes information regarding how to safeguard children available to all.	Annual Safeguarding Sunday to be designated with appropriate message at all Masses (In Q.1 of each year).	Set date for Safeguarding Sunday In Q.1 of each year	Bishop	Jan. 2017	Q.1 each year
		Preparation of guidance for all priests for Safeguarding Sunday	Diocesan Secretary/CDSCC	Jan. 2017	31st Dec. 2019
	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. 2017	Dec. each year
	Circulate a Diocesan Safeguarding Newsletter including material directed at children in Q.3 of each year	Newsletters to be published and circulated to all Parishes in Q.3 of each year	CDSCC	Jan. 2017	Q.3 each year

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
	Provided Safeguarding Information on Cloyne Safeguarding website.	Update safeguarding information quarterly and otherwise as appropriate on website	Safeguarding Co-ordinator	Jan. 2017	31st Dec. 2019
	Provide safeguarding information on Diocesan Website	Update safeguarding information quarterly and otherwise as appropriate on website	Diocesan Secretary	Jan. 2017	31st Dec. 2019
	Create user - friendly versions of the Child Safeguarding Policy	Create and circulate user-friendly versions of the Child Safeguarding Policy	CDSCC	Jan. 2017	30th April 2017
	Support Parishes in providing Parish Newsletters /Bulletins on safeguarding	Provide safeguarding information for inclusion in Parish Newsletters in Q.2 and Q.4 of each year	CDSCC	Jan. 2017	Q.2 and Q.4 each year
	Include Safeguarding in Diocesan Seminars	Specific safeguarding proposal to be considered at Seminar	Bishop/Diocesan Secretary	Jan. 2017	31st Dec. 2019
6.3 The Diocese ensures that it communicates the Church’s child	Adapt safeguarding	Produce user friendly posters for Irish speaking/ Polish Community	CDSCC in collaboration with Polish Chaplaincy	Jan. 2017	31st Dec. 2019

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
safeguarding message to people whose first language is not English, as well as to people who have specific needs.	information for Irish speaking/ Polish Community	Establish liaison and agree effective communication strategy with the Polish Community			
	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. 2017	31st Dec. 2019
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.	The Diocese will initiate interagency communication to promote and share best child safeguarding practice.	The Bishop will invite An Garda Siochána and Tusla to meet with the CDSCC annually, to promote and share best child safeguarding practice	Bishop/CDSCC	Jan. 2017	31 st December each year
	The Diocese will initiate a Safeguarding Conference	Invite relevant agencies to participate in the Safeguarding Conference	Bishop/CDSCC	Jan. 2017	31st Oct. 2019

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

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. 	Create a Parish Audit Document in compliance with the new standards	Consult all relevant personnel and prepare Audit Document for 2017 and subsequent years	CDSCC	Jan. 2017	30th Sept. 2017
	Undertake Parish Audit of safeguarding practices	An annual audit of safeguarding practices in all parishes will be undertaken	CDSCC	Jan. 2017	Q.4 each year
		A report will be prepared on compliance – based on the Audit which will identify <ul style="list-style-type: none"> strengths/weaknesses training needs Other priority actions 	CDSCC	Jan. 2017	Q.4 each year
		The Bishop will review the Safeguarding Parish Audit Report.	Bishop	Jan. 2017	Q.4 each year
		NBSCCCI will be notified in writing of the completion of the audit	Bishop	Jan. 2017	Q.1 each year

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
	Conduct operational review and evaluation to ensure compliance with the seven safeguarding standards	The Bishop will meet with the Chair of CDSCC at least once each year and otherwise at their request	Bishop/Chair of CDSCC	Jan. 2017	31st Dec. 2019
		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. 2017	31st Dec. 2019
		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. 2017	31st Dec. 2019
		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. 2017	Q.1 each year
		The Bishop will meet with Diocesan Safeguarding personnel on the occasion of the Safeguarding Conference	Bishop	Jan. 2017	31st Oct. 2019

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
		Parish visitations by CDSCC Members	CDSCC	Jan. 2017	31st Dec. 2019
		The Bishop will consider inviting a suitably qualified external professional to quality assure compliance with the seven safeguarding standards	Bishop	Jan. 2017	31st Dec. 2019
	Safe transition arrangements	New Parish Priests/Administrators will be briefed on safeguarding issues	Bishop Diocesan Secretary	Jan. 2017	31st Dec. 2019
	Adherence to the Safeguarding Children Policy and Standards	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. 2017	31st Dec. 2019
		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. 2017	31st Dec. 2019
		Ensure that all relevant forms records are stored safely and securely.	Bishop/CDSCC	Jan. 2017	31st Dec. 2019
		All priests will be issued with a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016.	Bishop	Jan. 2017	Completed

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
<p>7.2 The Diocese produces a three-year child safeguarding plan that:</p> <ul style="list-style-type: none"> • outlines the actions that will be taken to keep children safe; • identifies who is responsible for implementing these actions; • specifies the time frame within which actions are completed; • identifies the resources to ensure that the plan's objectives are realised. 	<p>Produce a 3 Year Child Safeguarding Plan</p>	<p>The Diocese will produce a 3 Year Child Safeguarding Plan that:</p> <ul style="list-style-type: none"> • Outlines the actions that will be taken to keep children safe • Identifies who is responsible for implementing these actions • Specifies the timeframe within which actions are completed • Identifies the resources to ensure that the plan's objectives are realised 	<p>CDSCC</p>	<p>Jan. 2017</p>	<p>31st Jan. 2017</p>
<p>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.</p>	<p>Ensure diocesan compliance with the National Safeguarding Children Policy and Standards.</p>	<p>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</p>	<p>Bishop</p>	<p>Jan. 2017</p>	<p>Every 3 years</p>

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