

Child Safeguarding Plan for the period 2018-21 for the Diocese of Meath.

(Revised January 2020)

This action plan has been developed in compliance with Standard 7 of the Safeguarding Children: Policy and Standards for the Catholic Church in Ireland (2016). It follows from and builds on the Action Plan 2013-15.

All actions will be implemented in accordance with the provisions of the Safeguarding Children Policy and the procedures detailed in the Operational Guidelines, commencing January 2017, unless stated otherwise. The plan will be reviewed and updated annually, or as new regulatory or legislative provisions become available.

The Training Plan 2020 and Communications plan 2020 are attached as Appendices.

Standard	Objectives	Actions	Responsibility	Implementation Date	Review Date
Creating a Culture of Safety					
<i>Standard 1: Creating and maintaining safe environments</i>	Implement safe recruitment procedures	The following procedures, detailed in the Operational Guidelines, will be used as appropriate to the situation: <ul style="list-style-type: none"> • Application form • Declaration form • Interviews • References • Vetting (S1.1 and S1.2; S4.1 -6 S4.11)	Overall responsibility rests with the SCC. Specific areas of responsibility noted below. PSR/PP Liaison person (L Duncan & I Carton)	From 01/01/2017	Parish annual audit in Nov./Dec. each year. SCC annual report Dec. each year.

	Ensure code of behaviour is adopted by all adults and children involved in Church related activities.	<p>Adults involved in Church related activities agree to observe and sign the COB at induction</p> <p>Parents and children sign consent form which includes code of behaviour.</p> <p>Anti-bullying policy agreed between leaders and children (S1.4-.7; S4.7-.10)</p>	<p>PSR</p> <p>Activity leaders</p>	<p>When position assumed.</p> <p>Start date of activity and each Sept.</p>	<p>Annual parish audit.</p> <p>Annual parish audit</p>
	Implement effective practice in safe care for all children, including those with specific needs.	<p>The following procedures, detailed in the Operational Guidelines, will be used:</p> <ul style="list-style-type: none"> - Advised supervision ratios - Dealing with accidents/incidents - Risk assessment of activities - One to one contact with children - Participation of children with specific needs - Procedures for visiting clergy - Use of ICT - External groups using Church property - Complaints procedures - Protected disclosures <p>(S1.8-1.22+S4.2-S4.23)</p>	PSR and activity leaders.	01/01/17 fw	Annual parish audit

<p>Standard 5: Training and Support for keeping children safe</p>	<p>Ensure that all Church personnel receive appropriate training in safeguarding.</p>	<p>Develop annual training plan based on a training needs analysis (TNA). Incorporate specific training needs identified by parishes, including information on formal and informal supports available to personnel.</p> <p>Deliver and evaluate training.</p> <p>Ratify training plan (S1.23-S1.26+S4.24-4.27)</p> <p>2020 Training plan delivered</p>	<p>Trainers – AS & DG</p> <p>SCC</p> <p>See Appendix 2</p>	<p>Implementation on dates specified in annual training plan</p> <p>Spring meeting annually.</p> <p>On dates specified in plan.</p>	<p>TNA based on parish audit</p> <p>Each training event evaluated as delivered & reported on in annual report</p> <p>Report on training as part of annual report Dec. each year</p>
<p>Standard 6: Communicating the Church's Safeguarding Message</p>	<p>Ensure that the Church's safeguarding message is communicated to identified audiences</p>	<p>Review the communications policy annually</p> <p>Revised safeguarding website regularly updated (www.meathsafeguarding.ie)</p> <p>Promote awareness of the website</p>	<p>SCC</p> <p>Fr R McCabe & SG coordinator</p> <p>Trainers +PSR</p>	<p>Monthly</p> <p>Training events/ Newsletters</p>	<p>Summer meeting each year</p> <p>Annual parish audit</p> <p>As part of policy review, SCC summer meeting.</p>
	<p>Produce and circulate printed material for specified audiences</p>	<p>Copies of the Policy Statement and the Child Safeguarding Statement will be displayed in churches and buildings where Church related activities take place</p> <p>Produce and circulate three Safeguarding Newsletters annually</p> <p>Children who act as altar servers; are involved in choirs; or in sacramental preparation programmes will be provided with safeguarding information leaflets</p>	<p>PSR/PP</p> <p>SCC/Fr P Crosbie</p> <p>PSR/Activity leaders</p>	<p>01/01/19 fw</p> <p>Spring/ Autumn/ Winter</p> <p>Sept. each year.</p>	<p>As part of annual parish audit.</p> <p>As part of policy review each summer.</p> <p>Winter meeting SCC Annual report</p>

		<p>Posters in Irish and in Polish have been produced and will be made available on request.</p> <p>Research will be carried out on whether posters/information in other languages/formats are needed.</p> <p>The 'Building a Safe Environment' checklist will be published and made available to parishes via the website.</p>	<p>SCC/Trainers</p> <p>SCC</p> <p>Coordinator & Fr R McCabe</p>	<p>Spring 2017 fw, on request.</p> <p>Review 2019</p> <p>Spring 2020</p>	<p>Annual review</p> <p>Annual Review</p> <p>Report to SCC & Annual report</p>
	Establish links with relevant organisations to promote safe environments and share best practice	<p>At diocesan level: annual meeting with CF Information Persons.</p> <p>At parish level: Contact established with local Social Workers and Garda Siochana</p>	Coordinator/DLP PSR	TBD	Outcomes reviewed at each SCC meeting & reported on in annual report.
	<p>Consultation and feedback meetings</p> <p><i>*See Appendix B</i></p>	<p>Six parish meetings to be held each year (working in alphabetical order...)</p> <p>2019: Coole; Delvin; Drogheda HF; Tullamore; Duleek</p> <p>2020: Ballivor; Bohermeen; Dunderry; Dysart; Eglisk; Enfield; Johnstown</p> <p>2021: Kell; Kilbeg; Kilbeggan; Kilcormac; Kildalkey; Killucan; Kilskyre; Kingscourt</p>	Safeguarding Committee members	Arranged in consultation with parishes	

Standard	Objectives	Actions	Responsibility	Implementation Date	Review Date
Recognising, Responding, Reporting					
Standard 2: Procedures for responding to CP suspicions, concerns, knowledge or allegations	Personnel are made aware of how to recognise and respond to child abuse.	Training is provided and the Operational Guidelines contain definitions. (S2.1)	All personnel	01/01/17 fw (using new guidelines)	Annual audit
	Reporting procedures are in place	CP referral form (S2.2; S4.34)	DLP	01/01/17 fw	DLP annual report
	Case management procedures are in place	Use NBSCCCI forms and procedures as required (S2.3-2.14; S2.25-2.34; S4.35-S4.43)	DLP	01/01/17 fw	DLP annual report
	A data protection policy is in place.	<i>New DP policy in preparation to comply with GDPR</i>	All personnel (Appendix 3 of Operational Guidelines)	TBD – training may be needed	TBD when procedures developed
	There is regular liaison with statutory authorities.	Annual meetings held (S2.14)	Between statutory authorities, Bishop & DLP & between CF Information Persons & Resource Team.	In consultation with statutory agencies. Meeting TBA	Report to SCC Annual report DLP annual report
	A complaints procedure is in place	Responding to a dissatisfied complainant-3 stage process. (S2.15; S4.13)	DLP/Bishop/NBSC	01/01/17 & fw	
	Protected disclosure procedure in place	Personnel made aware of procedures. (S2.16)	Information on website and in Newsletter.		Annual report

	A disciplinary procedure is in place.	Panel established from which a disciplinary committee may be formed. (S2.17) Supporting procedures and documentation available from the Diocesan Office.	PP/Coordinator Disciplinary panel	In place since 2014 – NBSC version since 2017	Annual report
Standard 3: Care and support for the complainant.	A pastoral response is available to complainants.	Procedures in place to ensure a pastoral response is provided. (S2.19)	The Bishop, DLP and Support Person	As necessary	As part of annual DLP report
	A Support Person is appointed.	Procedures and training are provided (S2.20+21)	DLP/NBSCCCI & Mr R Lowry - Support Person	Feb 2017 fw as needed	SCC Summer meeting
	Cooperation is sought with relevant agencies when needed.	When necessary, specialist advice is sought from NBSCCCI and statutory agencies. (S2,22)	DLP/NBSCCCI	01/01/17 & fw	DLP annual report
Standard 4: Care and management of the respondent.	A system for supporting respondents is provided.	An Advisor is appointed to represent the pastoral needs of a respondent. (S2.23;2.24)	Advisor appt. by Bishop as needed	Appointed as necessary	DLP annual report
	A process is in place for investigating and managing child safeguarding concerns.	Undertaking risk assessment. (S4.24; 25; 26; S4.39;40;)	Bishop/DLP	01/01/17 fw	DLP annual report
		Conducting a preliminary investigation following conclusion of any statutory investigation. (S2.29) Supporting and managing a respondent when it is found that there is a case to answer. (S28-34; S4.41-43)	Bishop/DLP/CDF	01/01/17	DLP annual report

Standard	Objectives	Actions	Responsibility	Implementation Date	Review Date
Quality Assurance					
Standard 7: Quality assuring compliance with the Standards	Appropriate structures are in place ** Roles of committees and individual personnel are as outlined in Operational Guidelines - Appendix 1	Safeguarding Children Committee (SCC).	Members appointed by Bishop	A nine person SCC is in place including Bishop & two Trainers. Four meetings per year	Winter meeting each year (Members serve a four-year term: Annual report
		Coordinator	To be appointed Acting in place		
		DLP	Ms Marie O'Sullivan & Ms Marie O'Sullivan	Appt. 2018 Appt. 2020	DLP annual report
		Support Person	Mr R Lowry	Appt. 2016	Annual report
		Advisor	Appt. by Bishop as needed	As needed	DLP annual report
		Disciplinary Panel	Panel of eight in place	Appt. 2013	As part of annual parish audit.
		Parish Safeguarding Representatives (PSR)	Each parish has at least two PSR in post	Current and continuing	Annual report
		Vetting Liaison Person	Ms L Duncan/Ms I Carton	Appt. 2016	Annual report
		Mandated Persons	All clergy; DLP; safeguarding staff	In accordance with legislation 2018	Annual report

	Ensure arrangements are in place to evaluate compliance with the Standards	Annual Parish audit; SCC report; DLP report (S3.3 & 4; S4.44; 4.45;4.46) Follow up with parishes which do not respond; NBSCCCI notified of completion by Bishop. Consultation with relevant stakeholders; informed by legislative and regulatory changes.	SCC/PSR/PP/DLP Trainers Bishop SCC/Trainers	Nov/Dec every year Dec/Jan Jan. Nov/Dec each year & deanery meetings	SCC Winter meeting each year and NBSCCCI notified. SCC Spring meeting Reviewed at Autumn SCC meeting annually Following review process. Group set up to respond
	Safeguarding plan produced on a three-year basis	Reviewed and updated annually following scrutiny of the parish audit returns.	SCC	Jan/Feb every year	Reviewed at Autumn SCC meeting every year
	Independent review by the NBSCCCI	NBSCCCI invited to conduct review of safeguarding practice at a frequency agreed with the Board.	Bishop	Oct 2020	Following review process. Group set up to respond

Resources for implementing the Child Safeguarding plan

The resources required are primarily the personnel involved in creating a culture of safety at all levels and in all Church activities involving children; and, should it prove necessary, in responding to allegations or suspicions of abuse; reporting these to the relevant statutory agencies; and providing support to complainants and respondents.

Providing the infrastructural supports to ensure that these processes are undertaken appropriately includes providing the training, information, communication strategies and ensuring quality assurance of all procedures and processes.

The Diocese of Meath strives to accomplish this through:

- Having appropriate structures in place (as detailed above).
- Contracting trainers to provide necessary training and supports.
- Developing and maintaining communication systems, specifically: safeguarding website; publishing regular newsletters; developing and disseminating information leaflets and posters.
- Establishing and maintaining contacts with relevant statutory agency personnel.

Most of those involved operate in a voluntary capacity, while the trainers, support person, and liaison person are funded by the Diocese on a contractual basis. Funding is also made available to produce print and web-based materials and for training provided by external agents, generally the NBSCCCI.

Signed

A handwritten signature in blue ink that reads "Tom Aheer". The signature is written in a cursive style with a large initial 'T'.

27 January 2020

Review date: January 2021

Appendix 1: Communications Plan 2020

Target audience	Safeguarding messages	Method	Responsibility	When	Review
Children and their parents and carers involved in Church based activities.	<p>How to keep safe</p> <p>What to do if you, or someone you know, is being harmed.</p> <p>Sources of advice and support.</p>	<p>Information leaflets for children</p> <p>Information leaflet for parents (summary of Policy and Standards)</p> <p>Policy and Operational Guidelines available on safeguarding website.</p> <p>Poster with policy statement and contact details for DLP and statutory agencies displayed in churches and buildings where Church related activities take place.</p> <p>Safeguarding Safety Statement displayed and copies available.</p>	<p>Leaflets are distributed and discussed with children by activity leader. Trainers/PSR ensures supplies are available</p> <p>PSR</p>	<p>Annually in Sept. On request; at information and sessions</p> <p>Continuing basis</p>	<p>Annual parish audit</p>

Church personnel (volunteers, staff and clergy)	Good practice and how to deliver it.	Safeguarding website www.meathsafeguarding.ie	Maintained by Resource Team. SCC responsible for policy	Updated monthly	At SCC Summer meeting
	Safe recruitment.	Safeguarding Newsletter	Newsletters circulated electronically and hard copy	Spring/Autumn/Winter	
	Dealing with allegations	Information on safeguarding policy and procedures provided via print and website editions of the Policy & Operational Guidelines.	SCC responsible for policy		As part of annual parish audit
	Accessing help & advice.				
	Contact details for relevant persons/agencies.	Posters with policy statement and contact details for DLP and statutory agencies & Child Safeguarding Statement on website (www.meathsafeguarding.ie) displayed in churches and buildings where Church related activities take place (Posters available in Irish and Polish as well as English)	Trainers responsible for ensuring supplies of printed material and website.		
Accessing training.	Support and training sessions. Information on Safeguarding Policy and Procedures provided via print and website editions of the Policy & Operational Guidelines.	Trainers SCC responsible for policy	Spring and Autumn		

Parishioners	<p>What do we mean by safeguarding?</p> <p>Contact details of those with safeguarding responsibilities.</p> <p>Information on safeguarding policy and procedures.</p>	<p>Poster with policy statement and contact details for DLP and statutory agencies displayed in churches and buildings where Church related activities take place.</p> <p>Safeguarding Safety Statement displayed.</p> <p>Safeguarding website www.meathsafeguarding.ie</p> <p>Occasional items on safeguarding included in parish bulletin.</p> <p>Annual Safeguarding Sunday.</p> <p>Consultation and feedback meetings.</p>	<p>Trainers responsible for ensuring supplies of printed material and website.</p> <p>PP/PSR</p> <p>SCC/PP/PSR</p> <p>PP/PSR</p> <p>Members of SCC</p>	<p>Continuing basis</p> <p>TBD locally</p> <p>Mid-Oct.</p> <p>c. Six meetings scheduled p.a.</p>	<p>Outcomes reviewed at each SCC meeting.</p>
NBSCCCI/ Tusla/ An GS/ other relevant agencies		<p>Policy and Operational Guidelines on safeguarding website.</p> <p>Annual Reports; Safeguarding Plan on website</p> <p>Newsletters</p> <p>Annual meetings with statutory agencies</p>	<p>SCC/Resource Team</p>	<p>Dec. each year</p> <p>Spring/Autumn/ Winter By arrangement with agencies.</p>	<p>SCC Winter meeting</p>

Appendix 2: Training Plan 2020						
<i>Target group</i>	<i>Training</i>	<i>Delivery by local personnel (yes/no)</i>	<i>Delivery by NBSCCCI (yes/no)</i>	<i>When</i>	<i>Location</i>	<i>Cost</i>
Trainers <i>New trainer(s) to be appointed and undertake training during 2020</i>	Revision of Training Manual and A/V material	N/A	Yes		Maynooth	€
Safeguarding Children Committee	Role specific committee training	N/A	Yes		Mullingar	
New DLP	Role specific training	N/A	Yes	29/01/20	Maynooth	
Clusters of Church personnel (Parish clergy, Parish Safeguarding Representatives, Sacristans, choir directors etc)	Five Deanery based information sessions <i>To include training for Mandated Persons role</i>	Yes	No	<i>To be arranged when new trainers in role.</i>	Navan Ashbourne Tullamore Trim Mullingar	N/A,
Clusters of volunteers (Parish clergy, parish safeguarding representatives, choir directors etc)	Six information sessions	Yes		<i>To be arranged when new trainers in place and on request</i>		N/A
Parish clergy, parish safeguarding representatives	Two full day training Sessions p.a.	Yes	No	TBD		€30 pp
Lourdes volunteers	Three information sessions p.a.	Yes	No	August – Sept. annually	Navan Mullingar Trim	N/A