

Safeguarding Children

in the

Diocese of Meath

Annual Report 2021

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Introduction

The annual report for 2020 has been generated to comply with Standard 7 (Quality Assuring Compliance with the Standards) of the Safeguarding Children policy. This requires that the Diocese:

- Puts in place arrangements to ensure and evaluate its compliance with the safeguarding standards at local level.
- Produces a report on the level of compliance established through this audit exercise.
- Notifies the NBSCCCI in writing of the completion of this annual audit report.

The parish Safeguarding Audit returns are scrutinised by the Safeguarding Committee and recommendations for further action and/or improvements are incorporated in a report for the Bishop. This process applies to Standards 1, 5, and 6. Any recommendations for action and/or improvements are incorporated into the Safeguarding Plan (2021 -2024).

A report is prepared for the Bishop by the DLP on Standards 2, 3, and 4.

The Bishop notifies the NBSCCCI in writing that these processes have been completed.

1. REPORT OF THE SAFEGUARDING COMMITTEE

Meetings:

Four meetings of the committee were held in February, May, September, and December. Two of the four meeting were held virtually in line with Public Health advice.

Membership of the committee:

Bishop Tom Deenihan (Chair); Fr Paul Crosbie (Trim); Fr Derek Darby (Mullingar); Fr Joseph Gallagher; (Tullamore); Fr Paul Connell (Diocesan Chancellor), Ms Loraine Byrne (Trainer) Ms Margaret Kelly (Tullamore); Ms Marie O'Sullivan (Mullingar) (DLP); Ms Joan Walshe, (Acting Safeguarding Coordinator) (Navan); Ms Marie Willoughby, (Mullingar); Mr Alan Doran, (Dunderry);

MAIN AREAS OF WORK ADDRESSED:

Creating a Culture of Safety:

Standard 1: Creating and maintaining safe environments.

Auditing and Review:

- The Annual Report for 2020 was completed and notified to the NBSCCCI by Bishop Deenihan.
- The parish website – www.meathsafeguarding.ie - was revised and updated to allow for easier navigation through the main sections and to enhance access to all forms for downloading.
- The annual Safeguarding Audit for parishes in the Diocese of Meath was conducted in November/December 2021. There were a few minor revisions of the form used in 2019 with annotations to assist parishes in completing the form. A report on the audit is included in Section 2 of this annual report.
- A multiagency meeting was held in September with Tusla and An Garda Síochána in fulfilment of the requirements of the NBSCCCI. Tusla provided updated clarification on the information required by them when the DLPs forward complainants' reports.

Policy Development:

- Consideration was given to developing a Meath Diocesan Adult Safeguarding Policy. However, it is understood that the NBSCCCI is developing a “One Church Policy” which may provide guidance in this area in 2022.

Development and/or revision of Procedures:

- Parishes are competent at completing health and safety assessments rather than safeguarding risk assessments. In 2021 the committee was made aware that Tusla has been in consultation with the NBSCCCI on the matter of safeguarding risk assessments at local level. These are a requirement in relation to all activities involving children.
- In June 2021 a number of parishes completed a draft risk assessment template, developed in collaboration with the NBSCCCI, feedback was submitted to the national board, and this revised guidance and forms added to the website.
- Planned local parish consultation/feedback meetings in 2021, to identify examples of good practice and to support parishes on adherence to safeguarding standards, were not feasible in light of COVID 19 restrictions.

Vetting:

A total of 923 disclosures received from the Garda Vetting Bureau. Seventy-six (76) related to parish personnel, 843 to schools, 4 to Accord.

Standard 5: Training and support for keeping children safe.

- A new trainer, Loraine Byrne, was appointed in 2021. Due to Covid-19 restrictions, training events were significantly curtailed. Deanery sessions continued online and, in the Autumn of 2021, mandated persons and parish safeguarding representatives attended updated training.

- Four further trainers have been recruited, two of whom have completed training. The others will undertake training in 2022.
- Details of training provided are detailed in section 3 of this report and the Training Plan for 2022 is included as Appendix 2 of the Safeguarding Action Plan.

Support & Supervision

The NBSCCI operational guidelines differentiate between the obligation to provide support and supervision.

The guidelines state that *“relevant members of Church personnel who have responsibility for safeguarding children will be given the opportunity to attend regular supervision with an appropriate person. The Diocese will ensure that an appropriate supervision structure is in place.”*

The DLPs involved in responding to and reporting complaints recognise the stressful nature of this work. Therefore, the committee adopted a proposal in May 2021 to provide clinical supervision to the DLPs on a case-by-case basis to support them in their work. This is now available.

Standard 6: Communicating the Safeguarding message

- The communications initiatives were severely curtailed during 2021 due to restrictions on in-person meetings and the challenges of online parish activities for children. However, the diocesan communications plan for the Church's child safeguarding message was updated in 2021 and incorporated in the Three-Year Safeguarding Plan (2018-2021) as Appendix 1 and will be reviewed as provided for in the plan.
- The diocese makes information on safeguarding children available to a range of audiences including, parishioners; children and their parents involved in Church related activities; Church personnel; and relevant agencies.
- Safeguarding Sunday is an important part of the overall communications strategy. As we emerge from Covid-19 the message in late 2021 is to renew the involvement of young people in Church activities in a safe manner.
- The Autumn 2021 safeguarding newsletter included a message from Bishop Deenihan, encouraging the return of young people to active participation in parish life, especially in liturgy, in compliance with public health measures.
- The newsletter announced the appointment of Loraine Byrne as diocesan trainer and the provision of training for mandated persons and training for parish safeguarding representatives.
- The following means of communication were available for use in 2021:
 - Designated website (www.meathsafeguarding.ie) which includes the safeguarding policy and procedures. A notice was placed on the website to inform members of the public on contact details of those who could provide information on safeguarding during the periods of COVID 19 restrictions.
 - The Child Safeguarding Policy Statement is posted in all Church properties during Church-run youth activities, featuring the name and contact details of the designated liaison person (DLP).
 - The Child Safety Statement is posted in all churches, is published on the safeguarding website and has been circulated to safeguarding personnel.

- A Summary of Safeguarding Standards leaflet is distributed at training sessions and copies are available on request.
- Newsletters are published periodically and circulated both electronically and in printed form. The NBSCCCI newsletters are also circulated widely.
- The convocation of a multi-agency meeting in September 2021 assisted with the essential requirement of communication with An Garda Siochana and Tusla.

Recognising, Responding, Reporting

- **Standard 2** (Procedures for responding to child protection suspicions, concerns, knowledge or allegations)
- **Standard 3** (Care and support for the complainant); and
- **Standard 4** (Care and Management of the respondent are reported on to the Bishop by the DLP).

Quality Assurance

Standard 7: Quality Assuring compliance with the Standards

In relation to Standard 7 the Safeguarding Committee is responsible for:

- Ensuring that an annual Safeguarding report on Standards 1, 5 and 6 is made to the Bishop.
- Identifying areas where guidance and support on policy or practice is needed. Recommendations made in the audit report are incorporated in the three-year safeguarding plan. The revised plan is appended to this report.
- Producing and reviewing the three-year Child Safeguarding Plan on implementing and maintaining the safeguarding standards across the Diocese. This plan, incorporating the Training Plan and the Communications Plan for 2022 is appended to this report.
- The committee contracts an independent assessor to review the parish audit returns and produce a report which is appended to this report.
- Ensuring that records in relation to safeguarding matters are produced and stored securely. The committee engaged with the National Board on investigating a Records Retention Policy in line with statutory requirements. Records are securely stored in locked cabinets in the safeguarding offices and access is in accordance with data protection policy.

2. Audit of Safeguarding Practice in Parishes

The Safeguarding Children Committee (SCC) has overall responsibility for the implementation of Standards 1, 5 and 6, and aspects of Standard 7

In relation to Standard 1, this is delegated, in the main, to Parish Safeguarding Representatives (PSR) and Parish Priests (PP). It is reported on through the annual parish audit. All parishes were requested to return their completed audit forms by November 30. At the time of writing this report, January 2022, 57 have done so.

The returns have been collated, analysed, and are reported on here. A breakdown of responses by individual parishes is available and will inform planning by the safeguarding committee.

General Observations

- There was considerable variation in how parishes completed their returns. Given public health restrictions in place during this year, very little activity involving children has taken place in parishes this year. Some parishes simply indicated that no activities had been undertaken, while others listed their usual activities with a note that they did not take place this year and others listed activities without this caveat.
- Generally, parishes report that they are compliant in creating and maintaining safe environments. (Three) parishes responding to this area indicated no risk assessments in place, while other negative responses were in relation to consent forms and complaints procedure.
- A small number indicated that they had some recruitment – 8 PSR – and that some elements remain to be completed, mainly training.
- Training and information sessions were curtailed, both due to public health restrictions and a recruitment process for a new trainer. However, towards the end of the year, there was a good attendance at training for mandated persons and information sessions. There remains a significant number of clergy and PSR whose training was more than five years ago. Appropriate training will be planned

when restrictions permit. A number of parishes identified a need for such training in their returns this year – refresher sessions received most mentions, training for new PSR and on GDPR also featured.

- Most parishes indicated that they have support systems in place for those involved in safeguarding activities. These are informal, for the most part, and frequently incidental. The SCC will explore provision of guidance on options for supporting safeguarding personnel.
- Some questions need clarification or follow up in light of either lack of response or ambiguous responses, for example: safeguarding message available in accessible formats for groups whose first language is not English – it is unclear whether negative responses refer to no such groups in the parish or no, or no suitable materials; list of mandated persons sent to Bishop - despite additional guidance included on the form, some parishes either did not include details of mandated persons or included people who do not fit this category; hazard assessment process in place – this diocese was involved over the past year, with the NSBCCCI, in developing revised guidance and forms for risk/hazard assessment of activities with children at parish level. This had been an area of concern for some time, in light of responses to the parish audit. In 2021, Tusla had made some amendments to the child safeguarding template and had advised that the completion of the hazard assessment at local/parish level is to be monitored.
- Full day training is an area which requires particular attention. Four priests are listed in audit returns as not having completed a full day training. It is not clear how many other personnel may require full day training.

Proposals from parishes for follow up action

The following suggestions were made by parishes

1. All activities suspended during C19 restrictions. 'With the opening of our faith community it wd I think be of benefit to get training for parents and personnel.'
2. Keep a record of meetings. Ask for clarity on hazard assessments. (Also asked for information on effect of GDPR on parish records)

3. Signs to inform parishioners that webcams are in place will be put up in church. Information on webcams is already available in newsletter. In terms of hazard assessment, altar servers in St Mary's will vest in a different area when they return in September.

Suggestions for improvements

1. Due to the large volume of paperwork involved in maintaining the parish safeguarding programme consider moving all paperwork to an online secure platform for ease of completion. is particularly relevant now considering COVID-19 restrictions. This wd also support easy retrieval of information when required, updating of procedures and greatly assist with ongoing maintenance and auditing.
2. We would like to have an information session as soon as current restrictions allow.
3. Excellent Zoom session for mandated persons with Loraine

Report from Independent Assessor.

The audit forms returned by parishes were also scrutinised by an independent assessor, as is usual practice. A report has been made to the Bishop who has tasked the Safeguarding Committee with following up the recommendations made with regard to training and practice issues identified. Actions to address recommendations are included in the three-year action plan and training plan appended to this report.

3. Training

Zoom sessions were conducted in Autumn 2021 as due to covid restrictions in person training was not possible. A total of 75 Parish Safeguarding Representatives attended one of 3 sessions. In addition, 78 Mandated Persons attended one of 4 sessions for this group.

Feedback to inform future training was limited from this year's audits due to the impact of covid restrictions on Parish activities. Therefore, it is planned to run Information sessions as early in 2022 as possible in a covid context. The sessions will be run according to demand at Parish/Deanery level.

Three trainers have completed a 'Train the Trainers' Child Safeguarding course with the NBSCCI and are awaiting moderation. This will greatly increase the capacity for training from Autumn 2022.

4. Child Safeguarding Plan for the period 2022-2025 for the Diocese of Meath

(Revised January 2022)

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 2018-2021.

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.

The plan will be reviewed and updated annually, or as new regulatory or legislative provisions become available.

The Training Plan 2022 and Communications plan 2022 are attached as Appendices.

Standard	Objectives	Actions	Responsibility	Implementation Date	Review Date
Creating a Culture of Safety					
Standard 1: <i>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 persons (L Duncan & I Carton)	From 01/01/2017	Parish annual audit in Nov./Dec. every year. SCC annual report Dec. every year.

	<p>Ensure code of behaviour is adopted by all adults and children involved in Church related activities.</p>	<ul style="list-style-type: none"> Adults involved in Church related activities agree to observe and sign the Code of Behaviour at induction Parents and children sign consent form which includes code of behaviour. Anti-bullying policy agreed between leaders and children. <p>(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>Implement effective practice in safe care for all children, including those with specific needs.</p>	<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>	<p>PSR & Activity Leaders</p>	<p>01/01/17 fw</p>	<p>Annual parish audit</p>

Standard 6: Communicating the Church's Safeguarding Message	Ensure that the Church's safeguarding message is communicated to identified audiences.	Review the communications policy annually.	Safeguarding committee	As per 2022 plan – App 1	Annual Summer meeting.
		Revised safeguarding website regularly updated (www.meathsafeguarding.ie)	Fr R McCabe & SG Coordinator	As updates or new guidance added by NBSC	Annual parish audit.
		Promote awareness and use of the website.	Trainers +PSR	Training events/ Newsletters	As part of policy review, SCC summer meeting.
	Produce and circulate printed material for specified audiences.	Copies of the Policy Statement and the Child Safeguarding Statement displayed in churches and buildings where Church related activities take place.	PSR/PP	01/01/19 fw	As part of annual parish audit
		Produce and circulate 3 x Safeguarding Newsletters annually	SCC/Fr P Crosbie	Spring / Autumn / Winter	Part of policy review each summer
		Children who act as altar servers; are involved in choirs; or in sacramental preparation programmes will be provided with safeguarding information leaflets.	PSR/Activity leaders	Each September	Winter meeting

		Posters in Irish and in Polish have been produced and will be made available on request.	SCC/Trainers	Spring 2017 fw, on request	SCC annual report
		'Building a Safe Environment' checklist published and made available via website.	Coordinator & Fr R McCabe	Spring 2020	Question re use added to audit form for 2022
	Establish links with relevant organisations to promote safe environments and to share best practice	At diocesan level: annual meeting with CF Information Persons. At parish level: Contact established with local Social Workers and Garda Siochana.	Coordinator/DLP PSR	TBA	Annual Review
	Consultation and feedback meetings <i>*See Appendix B</i>	Six parish meetings to be held each year (working in alphabetical order... 2019: Coole; Delvin; Drogheda HF; Tullamore; Duleek 2022: Ballivor; Bohermeen; Dunderry; Dysart; Eglisk; Enfield; Johnstown 2023: Kells; Kilbeg; Kilbeggan; Kilcormac; Kildalkey; Killucan; Kilskyre; Kingscourt	Safeguarding Committee members	Arranged in consultation with parishes	Outcomes reviewed at each SCC meeting + reported on in annual report.

Standard	Objectives	Actions	Responsibility	Implementation Date	Review Date
Recognising, Responding, Reporting					
Standard 2: <i>Procedures for responding to Child Protection suspicions, concerns, knowledge or allegations.</i>	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 report DLP
	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 All personnel	01/01/17 fw	DLP annual report
	A data protection policy is in place.	New DP policy in preparation to comply with the GDPR	Interim policy available in Appendix 3 of Operational Guidelines	TBD – training may be needed Existing policy in place since 2015	TBD when procedures have been developed. Report to SSC.

	There is regular liaison with statutory authorities.	Annual meetings. (S2.14)	Between statutory authorities, Bishop and DLP and between CF Information Persons and Resource Team.	Meeting <i>TBA</i> in consultation with statutory agencies.	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	DLP annual report
	Protected disclosure procedure in place	Personnel made aware of procedures. (S2.16)	Information on website and in Newsletter.	In place since 2014 – NBSC version since 2017	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	Convened as necessary.	Annual report

Standard 3: Care & 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 (Mr R Lowry)	As necessary	As part of annual DLP report
		Procedures and training are provided. (S2.20+21)	DLP/NBSCCCI	Feb 2017 fw as needed.	SCC Summer meeting
		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 & 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.	<p>Undertaking risk assessment. (S4.24; 25; 26; S4.39;40;)</p> <p>Conducting a preliminary investigation following conclusion of any statutory investigation. (S2.29)</p> <p>Supporting and managing a respondent when it is found that there is a case to answer. (S28-34; S4.41-43</p>	<p>Bishop/DLP</p> <p>Bishop/DLP/CDF</p> <p>DLP/Advisor</p>	<p>01/01/17 fw</p> <p>01/01/17</p>	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	<i>Roles of committees and individual personnel are as outlined in Operational Guidelines - Appendix 1</i>			
		Safeguarding Children Committee (SCC).	Members appointed by Bishop.	An eleven person SCC is in place. Four meetings are held annually.	Winter meeting every year Members serve a four-year term:
		Safeguarding Coordinator	Ms Loraine Byrne	Jan. 2022	Annual Report
		DLP	Ms Marie O'Sullivan & Ms Marie Willoughby	Appt 2018 Appt 2020	DLP annual report
		Support Person	Mr R. Lowry	Appt 2016	Annual Report

		Advisor	Appointed by Bishop as needed	As needed	DLP Annual Report
		Disciplinary Panel	8 person panel in place	Appt 2013	As part of annual parish audit
		Parish Safeguarding Representatives	At least two PSRs in post per parish	Current and Continuing	Annual Report
		Vetting Liaison Person	Mrs I Carton	Appt 2016	Annual Report
		Mandated Persons	All Clergy; DLP Safeguarding Staff	In accordance with legislation 2018	Annual Report

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 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 coordinator, 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, appearing to read "Tom Deane". The signature is written in a cursive style with a large, stylized initial 'T'.

Review date: January 2023

5. Conclusion

It is important to acknowledge the impact of the past 2 years on Parish activities and by extension the practice of safeguarding. The effort of Parishes to complete an audit to reflect 2021 is appreciated and valued by the Safeguarding Committee. From this annual report it is hoped that there can be progress forward and a return to safeguarding as we are more accustomed to.

Appendix 1: Communications Plan 2022

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.</p> <p>Trainers/PSR ensures supplies are available.</p> <p>PSR/PP</p>	<p>Annually in Sept.</p> <p>On request; at information and sessions</p> <p>Continuing basis</p>	Annual parish audit
Church personnel (volunteers, staff and clergy)	<p>Good practice and how to deliver it.</p> <p>Safe recruitment. Dealing with allegations. Accessing help / advice.</p>	<p>Safeguarding website www.meathsafeguarding.ie</p> <p>Safeguarding Newsletter</p> <p>Information on safeguarding policy and procedures provided via print and website editions of the Policy and Operational Guidelines.</p>	<p>Maintained by Resource Team. SCC responsible for policy</p> <p>Newsletters circulated electronically and in print.</p> <p>SCC responsible for policy</p> <p>Trainers responsible for ensuring supplies of printed material and website.</p>	<p>Updated monthly</p> <p>Spring/ Autumn/ Winter</p>	Annual parish audit

	Contact details for relevant persons/agencies.	Posters with policy statement and contact details for DLP and statutory agencies and Child Safeguarding Statement on website displayed in churches and buildings where Church related activities take place. <i>(Posters available in English, Irish & Polish)</i>	Trainers responsible for ensuring supplies of printed material and website.	On a continuing basis	Annual parish audit
	<p>Accessing training.</p> <p>Contact details of those with safeguarding responsibilities.</p>	<p>Support and training sessions.</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>	Trainers/ Resource Team	Spring & Autumn	<p>As part of annual parish audit</p> <p>SCC Spring meeting</p>
	What do we mean by safeguarding?	Information on safeguarding policy and procedures provided via print and website editions of the Policy and Operational Guidelines.	<p>SCC responsible for policy</p> <p>Trainers responsible for ensuring supplies of printed material and website</p>	Continuing basis	

Parishioners	Information on safeguarding policy and procedures	<p>Safeguarding website www.meathsafeguarding.ie</p> <p>Occasional items on safeguarding included in parish bulletin</p> <p>Annual Safeguarding Sunday Consultation & Feedback meetings</p>	<p>PP/PSR</p> <p>Members of SCC</p>	<p>TBD locally</p> <p>Mid October</p> <p>Six meetings scheduled p.a.</p>	<p>SCC Autumn meeting</p> <p>Outcomes reviewed at each SCC meeting</p>
NBSCCCI/ Tusla An Garda Síochána/ other relevant agencies		<p>Policy & Operational Guidelines on safeguarding website.</p> <p>Annual Reports; Safeguarding Plan on website</p> <p>Newsletters</p> <p>Annual meetings with statutory agencies.</p>	SCC/Resource Team	<p>Every December</p> <p>Spring/Autumn / Winter</p> <p>By arrangement with agencies</p>	SCC Winter meeting

Appendix 2: Training Plan 2022

When making decisions regarding the training required for any individual involved in Parish activities it is important to consider the level of involvement they have with children or young people.

- For each Church activity that involves children, at least one leader/coordinator must attend the full-day training programme
- All clergy/religious who are in active ministry with children must attend the full-day training programme and subsequent refresher training
- Any personnel with a key position of responsibility for child safeguarding must attend a full- day training programme (e.g. DLP, advisor, support person, local safeguarding representative) and subsequent refresher training
- All other Church personnel must be given the opportunity to attend an information session.

A full-day training need only be completed once. A refresher is then completed every 3 years. For those for whom an information session is sufficient training, they then also complete a further information session every 3 years.

Appendix 2: Training Plan 2022

<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>
Members of the clergy who have not yet attended a full day training	Full Day Child Safeguarding	Safeguarding Co-Ordinator/Diocesan Trainers	No	Depending on covid restrictions	Navan St. Anne's Parish Room	€30 per participant
Members of the clergy who have joined the Diocese of Meath within the past 2 years	Full Day Child Safeguarding	Safeguarding Co-Ordinator	No	Depending on covid restrictions	Navan St. Anne's Parish Room	€30 per participant
Parish Representatives who have not yet attended a full day training	Full Day Child Safeguarding	Safeguarding Co-Ordinator/Diocesan Trainers	No	Depending on covid restrictions	Navan, Tullamore, Mullingar	€30 per participant
Parish volunteer leading children's activities who have not yet attended a full day training	Full Day Child Safeguarding	Safeguarding Co-Ordinator/Diocesan Trainers	No	Depending on covid restrictions	Navan, Tullamore, Mullingar	€30 per participant
Parish volunteers/clergy in need of Refresher session	Refresher session Child Safeguarding	Safeguarding Co-Ordinator/Diocesan Trainers	No	Depending on covid restrictions	Navan, Tullamore, Mullingar	None
Parish Volunteers for an Information Session	Information Session Child Safeguarding	Safeguarding Co-Ordinator/Diocesan Trainers	No	Depending on covid restrictions	Navan, Tullamore, Mullingar	None
Mandated Persons to Mandated Persons Session	Mandated Person Session Child Safeguarding	Safeguarding Co-Ordinator	No	Depending on covid restrictions	Navan St. Anne's Parish Room	None

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