

St. Patrick's Missionary Society

District of Ireland

Safeguarding Strategic Plan 2017 to 2020



| Policy / Standard /Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|---|---|--|--|--|
| 1.1 The District follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their | Vetting | Review the personnel files to ensure that all those required to be vetted under the National Vettijg Bureau Act 2012-2016 are processed. Update Data Base. | Authorised Liaison Person for Vetting | February 2017 December 2017 December 2018 December 2020 | March, 2017 January 2018 January 2109 January 2021 |
| suitability to work with children. | Database | Commence a review of the Database currently being maintained, relevant to safeguarding. | Safeguarding Officer | October 2017 | |
| 1.2 The District implements effective practice on the expected Standards of adults' behaviour towards children | Ensure that appropriate Codes of Behaviour for adults are in place | Review all the personnel files to ensure codes of behaviour are signed. Implementation of Priest's Agreement which will include codes of conduct. Commiunicate the relevance of codes of conduct to all personnel during information awareness sessions and safeguarding training | Safeguarding Officer | April 2017 and ongoing | Ongoing |
| 1.3 The Dstrict implements effective practice in encouraging children's' positive behaviour | Not applicable as we do not work with children | | | | |

| Policy / Standard /Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|--|--|--|---|-----------------|-------------------|
| 1.4 The District implements effective practice in safe care for all children including those with specific needs | Not Applicable as we do not work with children | | | | |
| 1.5 The District ensures that the safe use of Church property by external groups complies with effective child safeguarding practice | Ensure safe use of District property | Review Guidance on safe use of property by external groups. Check that all forms have been completed by the external groups | Safeguarding Officer | March 2017 | Review each year |
| 1.6 The District has in place clear written whistleblowing procedures to support and assist Church personnel to raise concerns about possible dangerous or unethical conduct by others towards children involved in Church activities. | Whistleblowing | Include in the revised District Procedures and communicate to all personnel | Safeguarding Committee and Safeguarding Officer | March 2017 | Review each year |

| Policy / Standard /Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|--|--|---|-----------------|-------------------|
| 1.7 The District has a clear written Complaints Procedure regarding safeguarding concerns which are not allegations of abuse. | Complaints Procedure | Ensure the complaints procedure is included in the revised procedures and communicate to all personnel | Safeguarding Committee, Safeguarding Officer & H.R. Manager | March 2017 | Ongoing |
| | Facilitate communication of complaints regarding Safeguarding Service and Standards | Liaise with H.R. Manager to ensure all personnel are aware of the Complaints preocedures | Safeguarding Officer | April/May 2017 | Ongoing |
| 1.8 The District implements effective practice for Church personnel on assessment of hazards when working with children. | Ensure that District procedures include guidance on assessment of hazards when working with children | Use hazard assessment forms where applicable and assist personnel in implementing controls/plans to mitigate hazards | Safeguarding Officer | When applicable | When applicable |

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|--|---|--|--|-----------------|-------------------|
| 1.9 The District implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children. | Not applicable. | Guidance on use of images and on CCTV implemented and communicted to all personnel. | Safeguarding Committee & Safeguarding Officer | Ongoing | Ongoing |
| 1.10 The District Leader has responsibility for ensuring that all clerics/religious, who are members of the District and are ministiring with children in an external organisation/Church body, agree to follow effective safeguarding practice. | All priests sign the priest's agreement | Devise an agreement form and disiminate to all those working or that may work in an external organisation/Church body. | Safeguarding Committee, District Leader & Safeguarding Officer | March 2017 | September 2017 |

Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions.

Church bodies have clear procedures and guidance on what to do when a concern, suspicion or allegation arises about a child's safety or welfare which 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.

| Policy / Standard /Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|--|---|----------------------|---|----------------------------|
| 2.1 The District has clear written child safeguarding procedures and access to the personnel to implement them if there are suspicions, | Procedures In the context of relevant legislation national and district safeguarding | Develop and maintain detailed safeguarding procedures. | Safeguarding Officer | Within one month of national guidance being available | Within two months of start |
| concerns, knowledge or allegations received about the abuse of a child. These procedures specify that all suspicions, concerns, knowledge or allegations | concerns, knowledge or allegations received about the abuse of a child. These procedures specify that all suspicions, concerns, policy, and best practice policy, the district will develop and maintain detailed | Canon Law The_District will appoint a canon lawyer to ensure all appropriate procedures are followed in respect of Canon Law. | District Leader | March 2016 | April, 2016 Completed |
| 1 , , | D.L.P The District will appoint a D.L.P and Deputy D.L.P to be responsible for ensuring that all concerns/suspicions and allegations re child abuse are responded to appropriately. | District Leader | In place | | |
| or non-ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Bishop must be informed. | Reporting | All concerns /suspicions /allegations will be assessed to establish if the threshold for reporting to the statutory authorities are met. If the threshold is met, all appropriate notifications will be made, including to Garda Siochana Tusla N.B.S.C.C.C.I. | DLP and Deputy DLP | Ongoing | Ongoing |

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|------------------------------|---|--|---------------------------|-----------------|-------------------|
| | Complaints re response | Any person, dissatisfied with the response to a safeguarding concern/suspicions/allegation will be offered a meeting with a person (safeguarding complaints officer) appointed by the District Leader to review their experience and complaint and to agree a process to address the issues identified. | District | January 2017 | May, 2016 |
| | Responding to allegations against the District Leader | If a safeguarding concern/suspicions/allegations arise in respect of the District Leader the Designated Liaison Person will follow the district policy and procedures and assess/decide if the threshold for reporting is met and report to the Superior General Report to Statutory authorities Report to NBSCCCI Superior General will inform Apostolic Nuncio. The Apostolic Nuncio will inform the CDF | Designated Liaison Person | January 2017 | Ongoing |

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|---|-----------------------|---|--|-----------------|-------------------|
| 2.2 The District records all concerns, suspicions, allegations, incidents and referrals and action taken which upholds compliance with relevant data protection, confidentiality and storage of information legislation | Recording | The District will maintain a record of all safeguarding concerns/suspicions/allegations consistent with relevant data protection/and any other relevant legislation. | Designated Liaison Person | Jan, 2017 | Ongoing |
| 2.3 The District shares information about child safeguarding concerns, suspicions and allegations with those who need to know, in order to keep children safe | Sharing information | In each case, the district 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). | Designated Liaison Person | Jan, 2017 | Ongoing |
| | Collaboration | The district will cooperate with the relevant statutory authorities and meet periodically with the senior personnel of these agencies to monitor and review interagency collaboration. Fixed meetings will be held annually and more frequently as required. | District Leader and Designated Liaison Person | February 2017 | Ongoing |

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.

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date | Completed By |
|--|-----------------------|--|--|----------|-----------------|
| 3.1 The District Leader offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the District Leader to meet the complainant in person | Procedures | The DLP will meet all complainants and ensure they are • Heard respectfully • Able to express their wishes • Identify their needs All complainants and other persons effected will be offered • A meeting with the district leader • A support person • Counselling • Appropriate specialist support Members of complainant's family and others effected will be offered support and counselling. All complainants will be provided with information and support regarding reporting to the relevant statutory agencies. | DLP | Jan 2017 | Ongoing |
| | Person effected | In respect of each safeguarding complaint, the needs of persons, communities or organisations effected will be assessed and addressed with due regard to right of privacy which may arise. | District Leader And Designated Liaison Person | Jan 2017 | Ongoing |

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|---|-----------------------|---|-----------------------|------------|---|
| 3.2 The District Leader appoints appropriately trained personnel - lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the complainant. This is done in consultation with the complainant. | Support persons | A panel of trained support persons will be maintained, consisting of male and female religious and lay people | District Leader | Jan 2017 | Support Persons trained by NBSCCCI February 2017 |
| 3.3 The District works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary | Expertise | The district will maintain linkage with relevant organisations/ people to ensure availability of expertise | District Leader & DLP | March 2017 | Ongoing |

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date | Completed By |
|--|----------------------------|--|--|----------|--|
| 4.1The District Leader appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of | Right of accused 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. | The District Leader & DLP will collaboratively ensure this | Ongoing | Ongoing |
| the respondent (priests). This is done in consultation with the respondent. | Support | All accused persons will be offered: | District Leader & DLP | Ongoing | Ongoing |
| | Reputation | If it is established that a complaint is not upheld or is wrong, all efforts will be made to restore the good name and reputation of the person accused. The actions will be agreed with the person accused. | District Leader | Ongoing | Ongoing |
| | Priest advisors | A panel of trained priest advisors will be maintained. A priest advisor will, in consultation with the priest, be appointed in all cases. | District Leader & DLP | Jan 2017 | Person trained by NBSCCCI January 2017 |
| | Others effected | Communities and others effected by a priest taking leave from ministry will be offered support | District Leader | | |

| Policy/ | Specific | Action | Responsibility | Date | Completed |
|--|-------------|--|--|----------|-----------|
| Standard/Indicator | Objective | | | | Ву |
| 4.1The District Leader will appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent (lay people). This is done in consultation with the respondent. | Lay persons | Lay personnel including staff/volunteers who are the subject of a safeguarding complaint will be responded in the context of National Safeguarding Policy (Children First) relevant legislation and Distrcit HR policies. Note: the Manager/Activity Leader will agree with the DLP on how the matter should be addressed. The District Leader authorises two people to support and ensure that the issues arising are addressed: • The HR Manager will take responsibility for the HR Dimension. • The DLP will take responsibility for the safeguarding dimension. | District Leader, DLP and HR Manager | Jan 2017 | Ongoing |

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date | Completed By |
|---|-----------------------|--|---|----------|-----------------|
| 4.2 The District Leader has arrangements in place to inform the respondent that an allegation has been received about him/her; and has a procedure for deciding whether an Interim Management Plan needs to be put in place for the respondent | | In each case the DLP will (in consultation with the District Leader) inform the respondent that an allegation has been received. In each case, as appropriate, the District will develop: • An interim management plan • A risk assessment • A safeguarding plan | DLP in consultation with the District Leader DLP | Ongoing | Ongoing |
| | Information | An overview of the District procedures in response to complaints of abuse by a priest will be circulated to all priests. | Safeguarding Officer | May 2017 | |
| 4.3 When statutory authority investigations and assessments have been completed, the District Leader restarts the Preliminary Investigation/collecting the proofs as provided for in Canon 1717. (1) - (3)(ordained) and Canon 695 (non-ordained religious) | | The District will respect the need to cooperate with and not compromise the statutory processes of An Garda Síochána and Tulsa. In this context the District will, when appropriate, undertake the relevant Canon Law processes (to include preliminary investigations). The District Leader will appoint a suitable person to conduct the Preliminary Investigation. | District Leader | Jan 2017 | Ongoing |

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date | Completed By |
|--|------------------------------|--|---|---------|-----------------|
| 4.4 The District Leader has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the District Leader no longer | Monitoring | The relevant plan (interim or ongoing), in respect of every priest who is the subject of a safeguarding complaint, will include arrangements for monitoring. | DLP | Ongoing | Ongoing |
| has responsibility for monitoring the respondent | Clinical Risk Assessments | The district will ensure the availability of appropriately qualified professional to undertake clinical risk assessments as required. | District Leader & DLP | Ongoing | Ongoing |
| | Support | Priests who are out of ministry as a result of a safeguarding complaint will be supported to live a safe and meaningful life. | District LeaderDLP | Ongoing | Ongoing |

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|---|--|---|---|-----------------|-------------------|
| 5.1 The District Leader ensures that the induction of personnel includes training in the District child safeguarding policy and procedures | Full Day Training Programme | Full Day Training Programme targeted at: • Members who are new to the District | Safeguarding Trainer | July 2017 | Annually |
| | | All members in active ministry will be invited to the District Safeguarding Workshop. | Safeguarding Trainer and Society Safeguarding Coordinator | July 2017 | Annually |
| | Induction of new employees | Induction material prepared | Managers, will ensure that all new staff receive safeguarding information as part of their induction from the Safeguarding Trainer. | On going basis | |
| | Updates/Information for all existing members and staff | Information session for all existing mambers and staff will be provided | Safeguarding Trainer | Yearly | Year;y |

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|--|-------------------------------------|---|---|-----------------|-------------------|
| 5.2 The District conducts an annual training-needs analysis that identifies all personnel who require training and develops a Training Plan based on this | Undertake a training-needs analysis | Informed by: • Analysis of Community Audits • Feedback/ evaluation of training from Personnel • Feedback from Safeguarding Committee | Safeguarding Committee in conjunction with: • Safeguarding Officer • Safeguarding Trainer | Jan 2017 | Annually |
| | Finalise Training Plan | | Safeguarding Trainer | January 2017 | Annually |

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|---|---|--|---|-----------------|-------------------|
| 5.3 The District ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Strategy where identified through the annual training-needs analysis | Provision of information and updating to ensure the delivery of basic safeguarding awareness | Basic training/Information/Update take place once a year. | SafeguardingTrainer | | |
| | Provide role specific training for personnel | | | | |
| | Raise awareness of child safeguarding with children and their guardians in the Church if applicable. | | | | |
| | | | | | |
| 5.4 The District ensures that personnel who have specific Child Safeguarding responsibilities have appropriate, rolespecific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy | The Diistrict will support the attendance by all relevant personnel at NBSCCCI training as appropriate | Specific training/refresher will be arranged in the District (provided by NBSCCCI) for: • Panel of Support Persons • Panel of Priest Advisors | District Leader will authorise relevant training Organised by Safeguarding Officer – delivered by NBSCCCI | Ongoing | |
| | | | | | |

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|---|---|--|-----------------|-------------------|
| 5.5 The District 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. | Safeguaridng Posters displayed. Safeguarding Policy & Procedures accessbile on website. | | Safeguarding Officer | | |
| 5.6 The District facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children. | Provide information and support | ProvideDirect Support/Supervision All Safeguarding personnel will be supported in attending | Safeguarding Officer with support of the District Leader | Ongoing | |
| | | The services of the Safeguarding Trainer and Safeguarding Officer will be widely circulated | Safeguarding Officer | Ongoing | |
| | | | | | |

Standard 6 – Communicating the Church's Safeguarding Message

Church bodies appropriately communicate the Church's child safeguarding message

| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|--|---|--|--------------------|--|
| 6.1 The District has a written plan which details how the safeguarding message will be communicated | Develop Communication Plan for 2017 | Prepare PlanApprove Plan | Safeguarding Committee with Safeguarding Officer | January 2017 | Annually |
| 6.2 | Contact information to be widely available | Contact details for all safeguarding personnel to be available in the District Directory | District Leadership | Ongoing | |
| | District Safeguarding Newsletter to be developed annually usually in Springtime | Safeguarding newsletter (200 copies) to be published and circulated to all members and relevant personnel Circulate to all departments. | Safeguarding Officer | April/May, 2017 | Completed May, 2017 and each susquent year. |
| | | | | June 2016 | June 2016 |
| | District Website | Update safeguarding information quarterly and otherwise as appropriate | Safeguarding Officer & Communication Person | Ongoing | Ongoing |

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| Policy/ Standard/Indicator | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|--|-----------------------|--------|----------------|-----------------|-------------------|
| 6.3 The District ensures that it communicates the Church's child safeguarding message to people whose first language is not English, as well as to people who have specific needs. | | | | | |
| Not Applicable | | | | | |
| 6.4 The District establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice | | | | | |

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven 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.

| Policy/ Standard | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|---|-----------------------|---|---|-----------------|-------------------|
| 7.1 The District: • Puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at local level • Produces a report on the level of compliance established through this audit exercise • Notifies the NBSCCCI of the completion of this annual audit report | Operational Review | The District Leader will authorise the Safeguarding Committee to review, compliance with the 7 Standards Safeguarding Committee will review 2017-2020 Action Plan and recommend its approval to the District Leader. At each of 4 meetings in 2017/2018/2019 Committee will review progress of Action Plan The District Leader will meet | District Leader & Safeguarding Committee | 2017 | Yearly |
| | | with the Designatd Liaison Person on a monthly basis to: Review all cases Make all necessary decisions to ensure that standards are being met in respect of cases The District Leader & | District Leader & Designated Liaison Person District Leader & Designated | Monthly ongoing | Monthly ongoing |
| | | The District Leader & Designated Liaison Person will meet with Tusla annually | Liaison Person | January 2017 | Annually |

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|---------------------|--|---|---|-------------------|-------------------|
| | Annual Audit | An annual audit of the relevant safeguarding arrangements in all community houses will be undertaken | House Leade with the Safeguarding Officer | October yearly | December yearly |
| | | A report will be prepared – based on the Audit which will identify strengths/weaknesses training needs for year Other priority actions | Safeguaridng Officer | January yearly | January yearly |
| | | NBSCCCI will be notified of the completion of the annual report | District Leader & Safeguarding Officer | January yearly | January yearly |
| | Review Safeguarding Arrangements | The District Leaader will personally review the Safeguarding Annual Report | District Leader | January yearly | January yearly |
| | | Visit each community house in 2017, 2018 & 2019 and report to Safeguarding Committee | District Leader | Yearly | Yearly |
| | | The Safeguarding Committee will meet 4 times annually and will review progress in respect of each action in the Action Plan | | | |

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| Policy/ Standard | Specific Objective | Action | Responsibility | Date Started | Date Completed |
|--|--------------------------|---|---|-----------------|-------------------|
| 7.2 The District produces a three-year Safeguarding Action | Prepare Annual Report | Produce Annual Report and submit to District Leader | Safeguarding Officer | January yearly | January yearly |
| Plan | 3 Year Action Plan | The District will produce a 3 Year Safeguarding Plan and a detailed plan in respect of each of the three years which: • 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 | Safeguarding Officer with the safeguaridng committee. | January 2017 | Every 3 years |
| 7.3 The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven | | The District Leader may invite the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven | District Leader | | |
| safeguarding Standards, as they apply to it according to its ministry | | safeguarding Standards, as they apply to it according to its ministry | | | |