



Training and Support Materials for Safeguarding Children,  
in the Catholic Church in Ireland.

# Governance for Safeguarding Committees

**Colette Stevenson and Niall  
Moore  
NBSCCCI**



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# Welcome Prayer and Introductions

## Colette Stevenson



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# Aims for the Day

- To update you on the new draft standards and policy
- To explore the process of governance and transparency of the safeguarding committee
- To reflect on your learning and advice on carrying out and analysing the local safeguarding audit
- To reflect on your learning and experience of producing the 3 year safeguarding plan



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# New Standards and Policy

## Niall Moore

# Consultation So Far



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- 8 Working groups on each standards and overarching policy made up of representatives from across the Church
- Draft widely circulated and included consultation with statutory authorities, complainants, respondents, safeguarding reps, and children and young people
- Comments received from the Bishops/CORI and IMU
- 4 Listening Meetings (over 180 people)
- Expert group meeting held
- Board adoption on 14<sup>th</sup> October
- Legal proofing ongoing

# What still needs to be done



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- Final changes and additions included
- Final proof reading and editing
- Legal proofing (canon)
- Adoption by the sponsoring bodies
- Design and print
- Development of an app
- Induction



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# Draft Policy for the Catholic Church in Ireland

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The Catholic Church in Ireland recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and wellbeing, and will work in partnership with parents/guardians to do this. The Church recognises each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

The Church (including clergy, religious, staff, volunteers and any other Church personnel) have a shared responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment which supports their best interests and prevents abuse.



# Draft Policy



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## One Church Approach Based on:

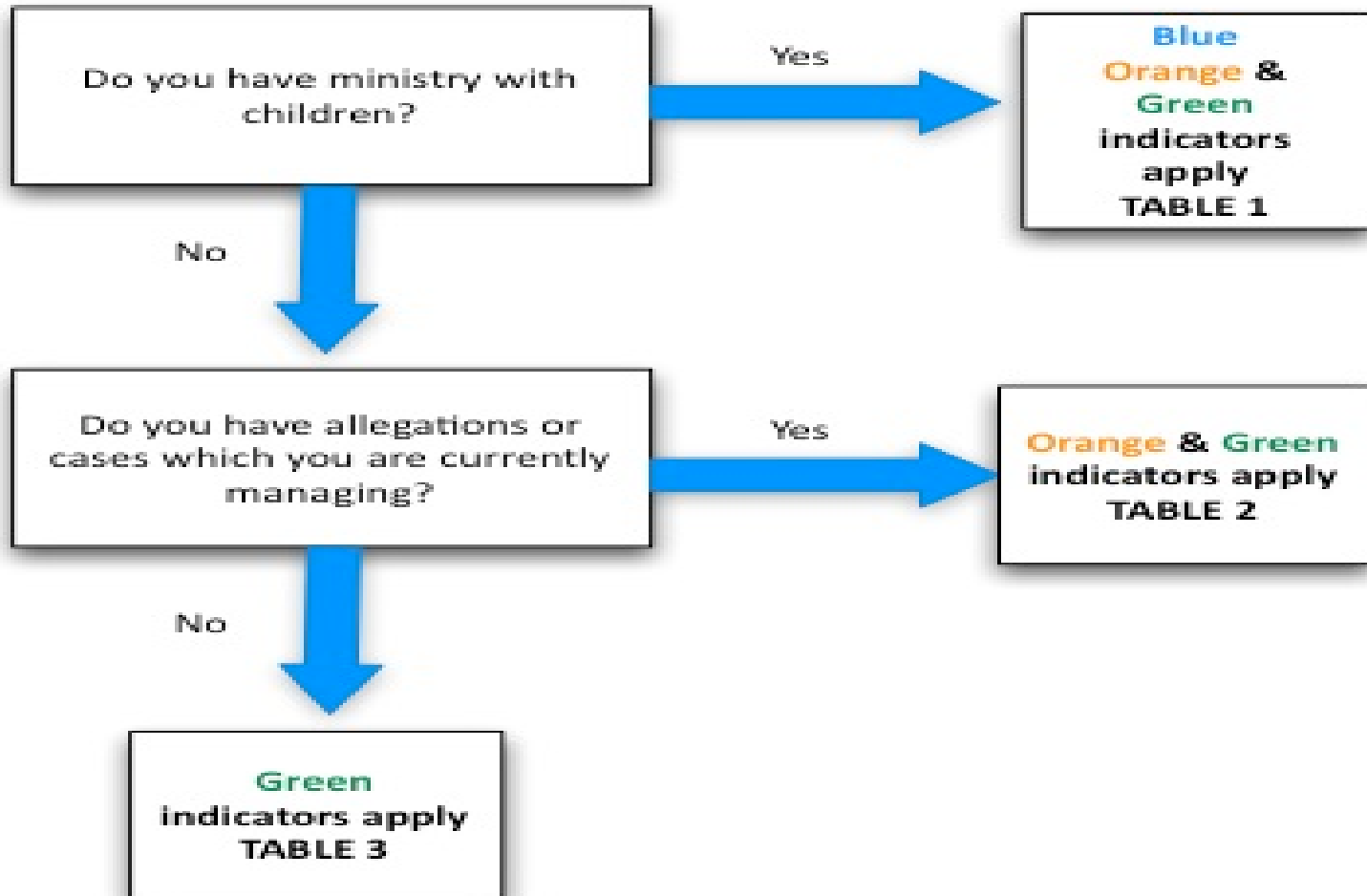
- Gospel Values
- International Treaties and National Legislation
- Learning from the Past
- Commitments to Safeguarding

How you implement the policy locally is through the 7 standards and these depend on your ministry.



# Which Indicators Apply to Your Ministry?

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# Which Indicators Apply to Your Ministry Comparison



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Ministry	Indicators in New Standards	Indicators in old Standards
Ministry with children	32	48
No ministry with children but managing allegations	22	48
No ministry with children and no allegations or cases	13	48



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# 1. Creating and Maintaining Safe Environments

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- **Procedures and practice for recruiting personnel**
- **Codes of Behaviour**
- **Guidance on encouraging safe behaviour**
- **Safe care for all children including those with specific needs**
- **Safe use of Church property by external groups**
- **Whistle blowing**
- **Complaints procedure for complaints which are not related to safeguarding and practice**
- **Assessing hazards**
- **Effective practice in information technology**

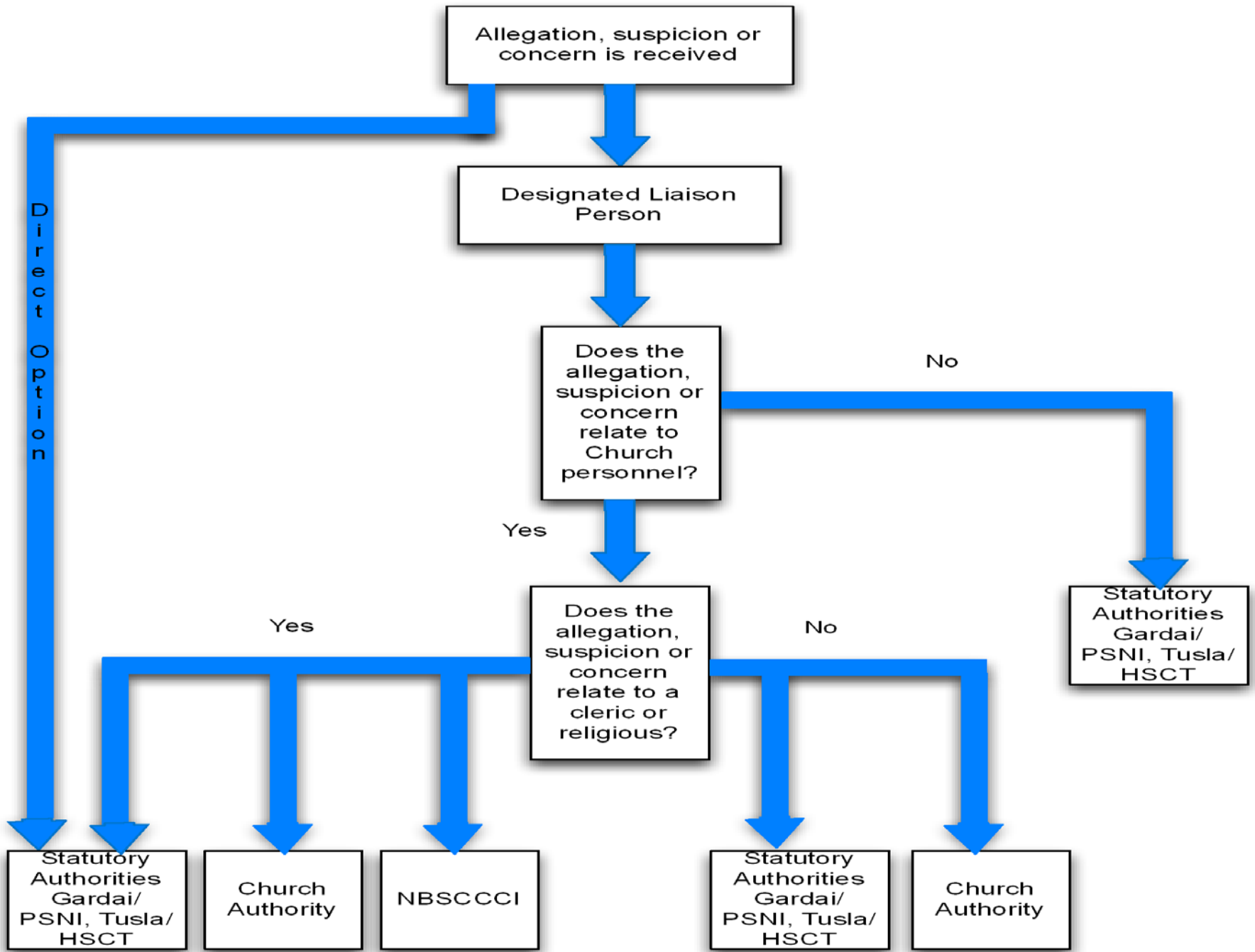


## 2. Procedures for Responding to Child Protection Allegations, Concerns and Suspicions

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- **Procedures for responding**
- **Recording and storage of information**
- **Information sharing in the best interest of children**







### 3. Care and Support for the Complainant

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- **Pastoral response, including Towards Healing and Towards Peace**
- **Personnel in place to provide a pastoral and supportive response**
- **Cooperation with national agencies, statutory and voluntary**



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## 4. Care and Management of the Respondent

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- **Support personnel in place**
- **Process to inform respondent and if necessary an Interim Management plan**
- **Process after the conclusion of the statutory authority investigation leading to a Preliminary Investigation/Collecting the Proofs**
- **Monitoring and supervision**



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# 5. Training and Support for Keeping Children Safe

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- **Induction**
- **Training needs analysis**
- **Basic training programmes in place**
- **Role specific training**
- **Children and guardians provided with information**
- **Supervision and support**



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## 6. Communicating the Church's Safeguarding Message

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- **Written Communications Plan**
- **Information available and on display**
- **Information for those whose first language is not English or who have specific needs; user friendly information.**
- **Links with other agencies to promote safeguarding in the Church area (regular liaison as per Ferns report)**



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## 7. Quality Assuring Compliance

- **Annual audits and internal report from the DLP and Safeguarding Committee to the Church Authority**
- **Safeguarding Plan**
- **Reviews by NBSCCCI**



# Guidance- why are there so many pages?

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You will be reviewed against the indicators. The guidance is only there to help you implement the indicators that apply to you. So you can:

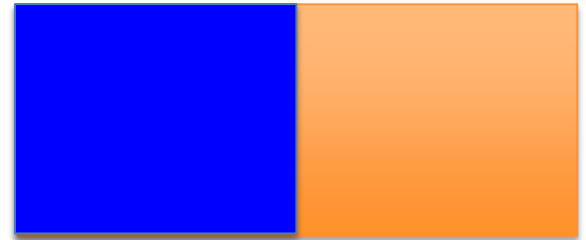
- Use the guidance in the standards if you need it
- Keep your own guidance and adapt it to suit the new indicators
- Write new guidance yourself



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# Role of the Safeguarding Committee

## To promote safeguarding by:

1. Developing a 3-year Child Safeguarding Plan, including the establishment of the local Child Safeguarding Policy and Procedures;
2. Coordinating Local Safeguarding Representatives;
3. Coordinating child safeguarding related activities, e.g. training;
4. Ensuring the annual audit, including the correlation of records for training related activities;
5. Ensuring the completion of Training Needs Assessments across the various child safeguarding roles in the Church body;
6. With the Church Authority ensuring that the appropriate child safeguarding personnel are in place.
7. Upholding the 7 Standards in practice and behaviour.



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# Transparency and governance of the safeguarding committee

- Terms of office
- Support for personnel
- Makeup of the committee
- Minutes and recording keeping
- Making minutes publically available



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Break



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# Supporting Local Parishes

## An experience from Limerick

Terry Boyle



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# Group Work



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As a committee:

- How do you analyse the responses from the local safeguarding audit?
- What issues do you consider?
- What actions do you take?
- How do you feedback and support those that completed the audit?



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# Best practice in analysis

- Where there is missing information try to establish why it's missing, and offer support
- The audit is only about proactive safeguards not case management (new standards 1, 5 and 6)
- The whole committee should be involved in analysing the gaps and suggesting ways that they can be filled
- Support, congratulate and thank those that complete audit
- Highlight good practice and support areas where there is a potential gap



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# The 3 year safeguarding plan

## Niall Moore



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- From the audit and the work of the committee it should have:
  - Clear objectives linked to each relevant standard
  - Clear resources for each action
  - Timescales and personnel for implementation
  - How each action will be reviewed and evaluated
- Under new draft standard 5 and 6 the communications and training plan should be included



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# Writing the 3 Year Plan

## Teresa Burns



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# Safeguarding Strategic Plan

**The Sisters of Mercy, Northern  
Province**

# Introduction

- Developing the Safeguarding Strategic Plan for the Sisters of Mercy, Northern Province, 2013 - 2016

Teresa Burns - Safeguarding Co-ordinator  
Sisters of Mercy, Northern Province.

# **Background Information and Structure of the Sisters of Mercy, Northern Province**

**Congregation of the Sisters of Mercy – 7 Provinces, 4 in Ireland**

## **Sisters of Mercy Northern Province**

**Location - 6 counties in Northern Ireland & 8 counties in Republic of Ireland**

**Membership – 413 Sisters in the Northern Province**

**Provincial Leadership Team – Provincial Leader plus 4 Sisters.  
The Assistant Provincial Leader is the Safeguarding link person**

**Local Leaders/Area Group Co-ordinators act as Safeguarding  
Representatives for the Province**



# Developing and implementing the Safeguarding Strategic Plan

**Create a Vision, Mission & Values Statement**

**Examine Strengths, Weaknesses, Opportunities, Threats**

**Identify gaps**

**Set Objectives, assign accountability, identify resources  
(people, time, money)**

**Monitor and Review**

# Development of the Safeguarding Strategic Plan

The following groups contribute to the development and implementation of the Safeguarding Strategic Plan.

**Congregational Leadership Team** - Set the Vision, Mission and Values. Develop Policy

**Provincial Leadership Team, 2013-2019** - Provide Leadership, Allocate Resources, Monitor Progress.

**Safeguarding Committee** - Audit, Identify Gaps, Plan, Make Decisions, Develop Action Plans, Monitor, Review, Update Plans.

**Safeguarding Representatives** - Identify needs, Collate information, Facilitate communication,

**Safeguarding Personnel** - Human Resources Co-ordinator, Ministry Co-ordinator, Trainers, Vetting Co-ordinators, Safeguarding Co-ordinator - Identify needs, inform planning, monitor progress and provide feedback.

**The National Board** – Develop Standards, Provide Training and Support.

# VISION

What we are trying to achieve;

- **Each child is a gift from God. As Sisters of Mercy our ethos commits us to ensure that the fundamental rights of children and vulnerable adults are respected.**
- **In all circumstances we strive to create a supportive and caring environment where children and vulnerable adults are listened to, treated fairly, taken seriously and feel safe.**

# Mission

- Inspired by Jesus' great love, respect and care for all and challenged by Catherine McAuley's faithfulness to His example, we Sisters of Mercy and all who share our lives and work with us, commit ourselves to the wholesome development of every person and to their protection from harm or abuse of any form. We strive to do all in our power to safeguard the welfare of those to whom we minister or with whom we share our lives.
- The **purpose** of the Safeguarding Strategic Plan is to ensure that individuals are treated with dignity and respect and protected from harm and the risk of harm
- This Safeguarding Strategic Plan has been developed to inform and guide the direction of Safeguarding work within the Northern Province over the period 2013 – 2016.

# The key role of the Safeguarding Committee

Reconstituted in 2013:

- ✓ Membership,- Roles
- ✓ Terms of Reference,
- ✓ Frequency of Meetings
- ✓ Agenda
- ✓ Minutes of Meetings
- ✓ Action Plans

# Identifying the gaps

- Audit – Internal audit against the NBSCCCI 7 Standards
- Questionnaires - Ministry Questionnaire circulated to all Sisters
- Information Gathering Survey – information collated on a number of areas for example, Training needs, Safeguarding information displayed
- Analysis of information on the Provincial database
- Vetting records
- Training records
- Meetings with Local Leaders/Area Group Co-ordinators
- Visits to Ministry sites
- Annual Congregational Audit

Feedback co-ordinated by the Safeguarding Committee

- ❖ The Safeguarding Committee carried out an analysis of the performance of the Northern Province against each of the 7 NBSCCCI Standards
- ❖ **Specific Objectives were set** against each **Standard**
- ❖ The **Action** to be taken, whose **Responsibility**, the **Start** date, the **Completion** date and the **Review** date were included in the Strategic Plan.

# Specific Objectives

The final agreed **Specific Objectives** and were linked to the appropriate National Board Standards.

The Objectives needed to be;

- Specific
- Measurable
- Achievable
- Realistic
- Timebound

(Safeguarding Vulnerable Adults was included in the Strategic Plan as this is a legal requirement in Northern Ireland)



# Examples of Specific Objectives include;

- ❖ Review the Congregational Safeguarding Children Policy
- ❖ Promote Safeguarding of Vulnerable Adults
- ❖ Ensure safe Recruitment Procedures are implemented
- ❖ Ensure all Personnel are vetted according to legislative requirements
- ❖ Update information in relation to Sisters in Ministry with children
- ❖ Ensure Sisters receive the appropriate level of Training
- ❖ Disseminate Information on Safeguarding widely.
- ❖ Ensure that the Standards are being implemented

# Implementation of the Safeguarding Strategic Plan 2013 - 2016

Identify the Resources – People, Time and Budget

Monitor progress through the regular Safeguarding Committee meetings

Review and Update the Plan annually

# Examples of Actions and current status;

- Update the Safeguarding Children Policy. (Completed)
- Disseminate Safeguarding information to all Sisters, staff and volunteers. (Completed)
- Develop and disseminate a Safeguarding Vulnerable Adults Policy and Procedures document. (Completed)
- Develop a Recruitment Policy and Procedures Pack for N.I and the ROI. (Work in progress)
- Review Safeguarding arrangements in Mercy Ministries with children. (ongoing)
- Undertake a Training Needs Analysis and develop a Training Plan. (Work in progress)
- Produce Annual Report for the Central Leadership Team. (Pending)

# Safeguarding Strategic Plan 2013 -2016

Thank you for your attention

Any questions?



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# Training and Communications Plans

## Niall and Colette



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# Questions and Answers Evaluation and Finish