

Child Safeguarding Policy of the Catholic Church in Ireland

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Terminology used in this document

Canon law contains many distinctions between the types of Church organisations and bodies that have developed over the life of the Catholic Church. It would be impossible to include all of these when referring to an element of the Church that has a child safeguarding responsibility. There are archdioceses and dioceses, religious orders, religious congregations, missionary societies, lay religious institutes and independent monastic communities, to give some examples. In this *Standards and Guidance* document the term Church bodies is used as shorthand to include all of the above mentioned organised elements of the Catholic Church in Ireland, and the term Church Authority is used to describe the leadership of Church bodies.

The term 'in Ireland' for the purposes of this document includes Northern Ireland and the Republic of Ireland. If the term 'Northern Ireland' or 'Republic of Ireland' is used, it is in relation to something that is only applicable to that specific country.

Structure and use of this document

This document is structured under the following sections:

Section A - Child Safeguarding Policy

This policy outlines the commitment to child safeguarding across all dioceses, religious orders, religious congregations and Church bodies in Ireland, and it applies to everyone working in the Catholic Church in Ireland (including clergy, religious, staff, volunteers and any other Church personnel).

Each Church Authority is required to insert relevant details according to their ministry, sign, date and adopt this One Church policy.

Each Church Authority should prominently display the policy statement and make the policy available to all Church personnel who are required to follow it.

Each member working within a Church organisation is also required to understand, commit and to sign their agreement to following the policy throughout every ministry with children.

Section B - Seven Safeguarding Standards

Church bodies are required to demonstrate that their practice complies with the seven child safeguarding Standards, as appropriate to their ministries.

Each Standard contains:

- A Standard Statement-outlining the rationale for the Standard
- Indicators
- Guidance to Support the Implementation of this Standard
- Links to Other Standards

Policy Statement

The **Comboni Missionaries of the Heart of Jesus** as part of the Catholic Church in Ireland recognise and uphold the dignity and rights of all children and are committed to ensuring their safety and wellbeing, and will work in partnership with parents/guardians to do this. The **Comboni Missionaries of the Heart of Jesus** as part of the Catholic 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 **Comboni Missionaries of the Heart of Jesus** (including clergy, religious, staff, volunteers and any other Church personnel) have a 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.

Details of personnel to contact if you are concerned about the welfare and safety of children

DESIGNATED LIAISON PERSON:

**Mr. Andrew Fagan,
Director of Child Safeguarding and Protection Service,
Archdiocese of Dublin, Holy Cross Diocesan Centre,
Clonliffe Road, Dublin 3, Tel.: 01 836 0314 / 0876853180**

**POLICE: An Garda Síochána – Tel.: 01 666 3436
Police Service of Northern Ireland – Tel.: 0845 600 800**

**TULSA: The Child Protection Service:
Ms. Tara O'Connor – Tel.: 018566856**

**DHSSPS: The Department of Health, Social Services and Public Safety
www.dhsspsni.gov.uk/child-protection-guidance**

Foundations

In developing and implementing the Child Safeguarding Policy, the **Comboni Missionaries of the Heart of Jesus** as part of the Catholic Church in Ireland are guided by the following:

1. Gospel

Children have a key place in the heart of Jesus who said 'Whoever does not receive the kingdom of God like a child shall not enter it' (Luke 18:17). This places a sacred obligation on the Church, to ensure that children are welcomed, cherished and protected in a manner consistent with their central place in the life of the Church.

2. Children's Rights and National Law

The United Nations Convention on the Rights of the Child (UNCRC) outlines the 42 fundamental rights to be implemented in national law by signatories to the convention (this includes the Holy See, Ireland and United Kingdom). Full realisation of these rights will ensure that children will be 'brought up in a spirit of peace, dignity, tolerance, freedom, equality and solidarity',¹ whilst respecting the cultural identity of each child.

A number of the child protection rights contained in the UNCRC are already present in key pieces of national, Church legislation, and child and family policy including:

- Canon law

Republic of Ireland

- The Constitution of Ireland
- Protection for Persons Reporting Child Abuse Act, 1998
- Child Care Act, 1991
- Our Duty to Care, DCYA, 2002
- Criminal Justice Act, 2006
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act, 2012
- Children First: National Guidance for the Protection and Welfare of Children, DCYA 2011
- Better Outcomes Better Futures, DCYA 2014

Northern Ireland

- Criminal Law Act (NI), 1967
- Children (NI) Order, 1995
- Co-Operating to Safeguard Children, 2003
- Our Children and Young People Our Pledge, 2006
- Safeguarding Board Act (NI), 2011
- Our Duty to Care (Volunteer Now), 2011

In law in both jurisdictions, where there is a conflict between the interests of the child and the interests of other parties, the interests of the child are considered to have primacy.

¹ UNCRC Preamble

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3. Learning from the Past

In his *Ad Limina* address to the Irish Bishops on 28 October 2006, Pope Benedict XVI stressed the need to (i) 'establish the truth of what happened in the past'; (ii) 'to take whatever steps are necessary to prevent it from occurring again'; (iii) 'to ensure that the principles of justice are fully respected'; and, (iv) 'above all, to bring healing to the victims and to all those affected by these egregious crimes'.

The statutory² reports into historical child abuse that has involved the Catholic Church in Ireland, as well as the reports of the reviews conducted by the NBSCCCI of individual Church bodies, highlight past errors and recommend how child safeguarding can be significantly improved.

As a Church we commit to this journey of justice, truth, healing, and abuse prevention.

Commitments

Together with the foundations outlined above, the **Comboni Missionaries of the Heart of Jesus** as part of the Catholic Church commit to:

Mandatory reporting

Each of us has a duty to notify the statutory authorities of suspicions, concerns or allegations that a child is being or has been abused:

- Physically
- Emotionally
- Sexually
- Through Neglect

These suspicions, concerns or allegations may relate to possible abuse by a member of the Church; but they can also relate to incidents in the child's family, or elsewhere in the community.

Caring for the welfare of all children and the adults who work with them

Measures to create and maintain environments which are safe for children, which prevent abuse, and create nurturing caring conditions within the Church for children and the adults who work with them, will continue to be strengthened and reviewed. This will be done through training, support, communications and quality assurance.

² For further details see Department of Children and Youth Affairs (2013) An examination of recommendations from inquiries into events in families and their interactions with State services, and their impact on policy and practice. Stationary Office: Dublin.

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Responding appropriately to child protection suspicions, concerns or allegations

Anyone who brings any suspicion, concern or allegation of current or past abuse of a child to the notice of the Church will be responded to sensitively, respectfully, actively and in a timely manner, in line with statutory child protection procedures and Church requirements.

All allegations that reach the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation)³ will be reported via the Designated Liaison Person to the appropriate statutory agencies. This will be done irrespective of the status of the person (lay, ordained or non-ordained religious) who is suspected or believed to be or to have been abusive to a child. If the allegation relates to an ordained cleric or non-ordained religious, in addition to notifying the statutory authorities, the allegation must also be reported to the Church Authority and the National Board for Safeguarding Children in the Catholic Church in Ireland.

All Church personnel will cooperate with the statutory authorities in all cases and demonstrate accountability through establishing effective monitoring and audit structures.

In responding to complaints of child sexual abuse relating to clergy and all those in forms of consecrated life, Church Authorities will act in accordance with the requirements of canon law and the law of the state, and so will respect the rights and uphold the safeguards afforded in these, both to the complainant and respondent.

Caring pastorally for complainants and other affected persons

Those who have suffered child abuse by Church personnel will receive a compassionate and just response and will be offered appropriate pastoral care, counselling and support as they seek to rebuild their lives.

An appropriate pastoral response to the family, parish, congregation or order and to the wider community will be provided, with due regard to the right of privacy of those directly involved, and to the administration of justice.

Caring pastorally for respondents and other affected persons

Each Church body in its response to suspicions, concerns and allegations of child sexual abuse will respect the rights under natural justice, civil law and canon law of an accused cleric or religious, lay staff member or volunteer. A legal presumption of innocence will be maintained during the statutory and Church inquiry processes. As the processes develop, additional assessment, therapy and support services may be offered to the respondent.

The Church Authority will take responsibility for ensuring that any cleric or religious, lay staff member or volunteer who is considered to constitute a danger to children is managed according to a risk management plan.

All requisite steps will be taken to restore the good name and reputation of anyone who has been wrongly accused of abusing a child.

³ The sacramental seal is inviolable; therefore it is absolutely forbidden for a confessor to betray in any way a penitent in words or in any manner and for any reason – Canon 983.1

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Respondents belong to families and diocesan or religious communities. The Church body will be mindful of the need to provide support to members of families and communities affected by the respondent's changed situation.

Scope of the Policy

For the purposes of this document, a child means everyone below the age of 18 years.

The care and protection of children involved in Church activities is the responsibility of the whole Church and is a requirement that applies regardless of the nature of the Church activities in which children are involved. Everyone who participates in the life of the Church has a role to play in creating an environment in which children can develop and be safe.

This policy is addressed to all Church personnel - clergy, religious, staff, volunteers and any other Church personnel - who are required to comply with it. Full realisation of this policy should lead to a deepening in the understanding of and respect for the rights of children and young people to participate as people of faith in the life of the Church.

Putting the Policy into action

The **Comboni Missionaries of the Heart of Jesus** as part of the Catholic Church in Ireland will implement this policy by ensuring that all our ministry and activities comply with the seven safeguarding Standards.

1. Creating and Maintaining Safe Environments
2. Procedures for Responding to Child Protection Allegations, Concerns and Suspicions
3. Care and Support for the Complainant
4. Care and Management of the Respondent
5. Training and Support for Keeping Children Safe
6. Communicating the Church's Safeguarding Message
7. Quality Assuring Compliance with the Standards

Commitment by the Church Authority

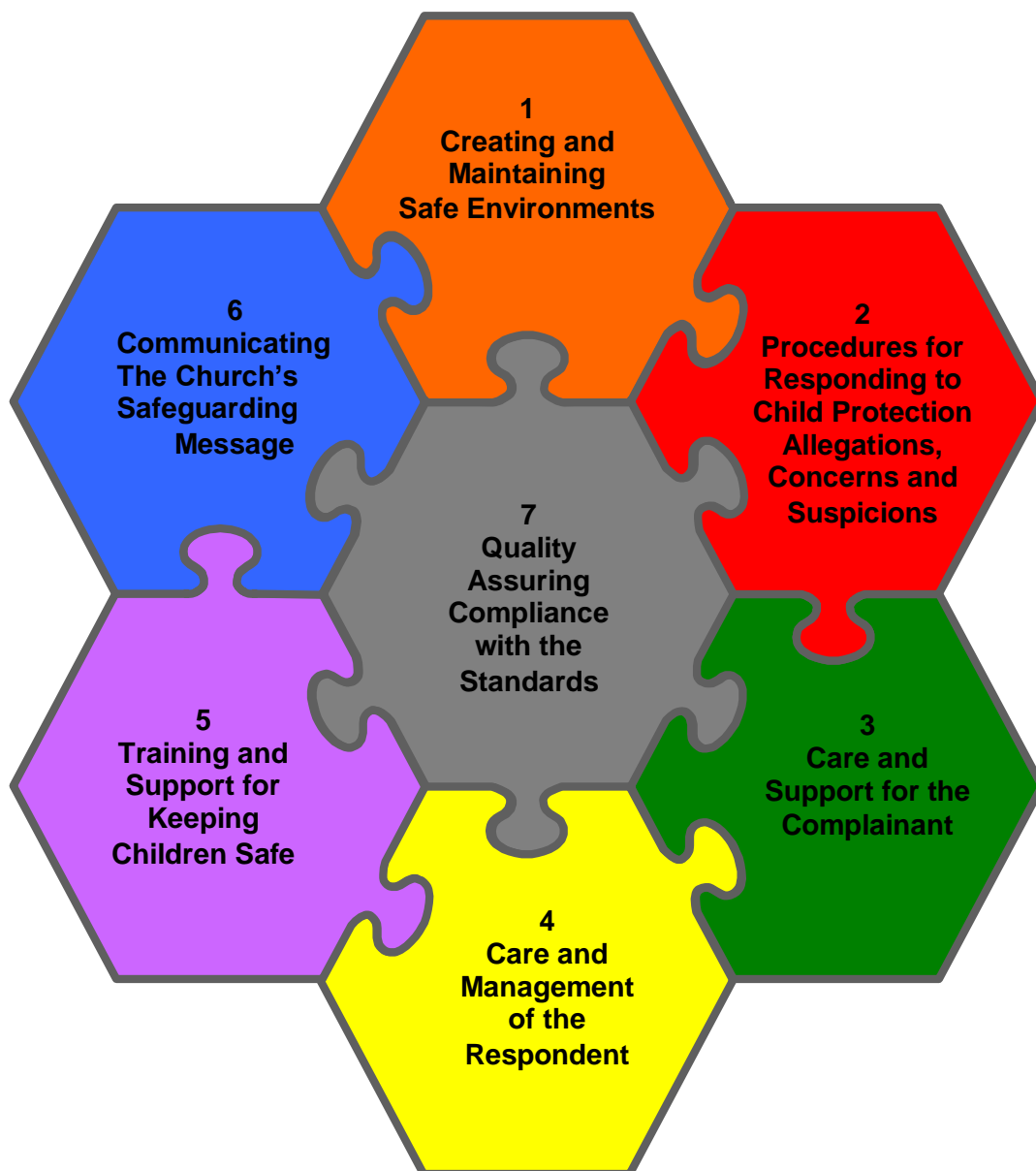
On behalf of the **Comboni Missionaries of the Heart of Jesus** as part of the Catholic Church in Ireland - I commit to safeguarding children by agreeing to follow the Child Safeguarding Policy of the **Comboni Missionaries of the Heart of Jesus** as detailed above.

I will abide by and uphold the seven Standards in our entire ministry and contacts with children.

Rev. Martin Devenish
Provincial Superior

December 2nd 2015
Date

Understanding and implementing the Seven Safeguarding Standards



What is a Standard?

A Standard is the level of practice required to ensure good child safeguarding. Each Standard is self-contained and is supported by indicators. It is the Standard that provides the framework for action. Audit of compliance will be undertaken against the seven Standards and the relevant Indicators that apply to the Church body.

What is Guidance?

Guidance has been developed for each Standard and is available as a separate document. Following the guidance developed by the NBSCCCI is optional. However, a Church Authority needs to ensure that appropriate written guidance is in place and is being followed in his / her Church body.

Understanding and implementing the Seven Safeguarding Standards

What are Indicators?

Indicators should be understood as targets to be achieved; they demonstrate how the objectives of the Standard are reached. For ease of use, the indicators have been colour coded and should be used alongside the implementation flowchart on Page 10. The colour coded indicators should be understood as cumulative in that:

- If you have ministry with children all of the indicators apply (blue, orange and green) as shown in **Table 1**
- If you have no ministry with children but are managing allegations, only orange and green indicators apply, as shown in **Table 2**
- If you have no ministry with children and are not managing any allegations, only the green indicators apply, as shown in **Table 3**

Following the table that sets out the indicators under each Standard there are three further sections, which are explained here:

What is the guidance to support the implementation of this Standard?

This section lists forms of documentary evidence of practice which can be used to demonstrate that each indicator is being fully met. Note that there is a record-keeping requirement for each Standard.

What are the links to other Standards?

Safeguarding children requires that all of the Standards are fully realised across the whole Church. The seven Standards constitute a whole, so each individual Standard should be understood alongside the other relevant Standards which are listed in this section

Appendices

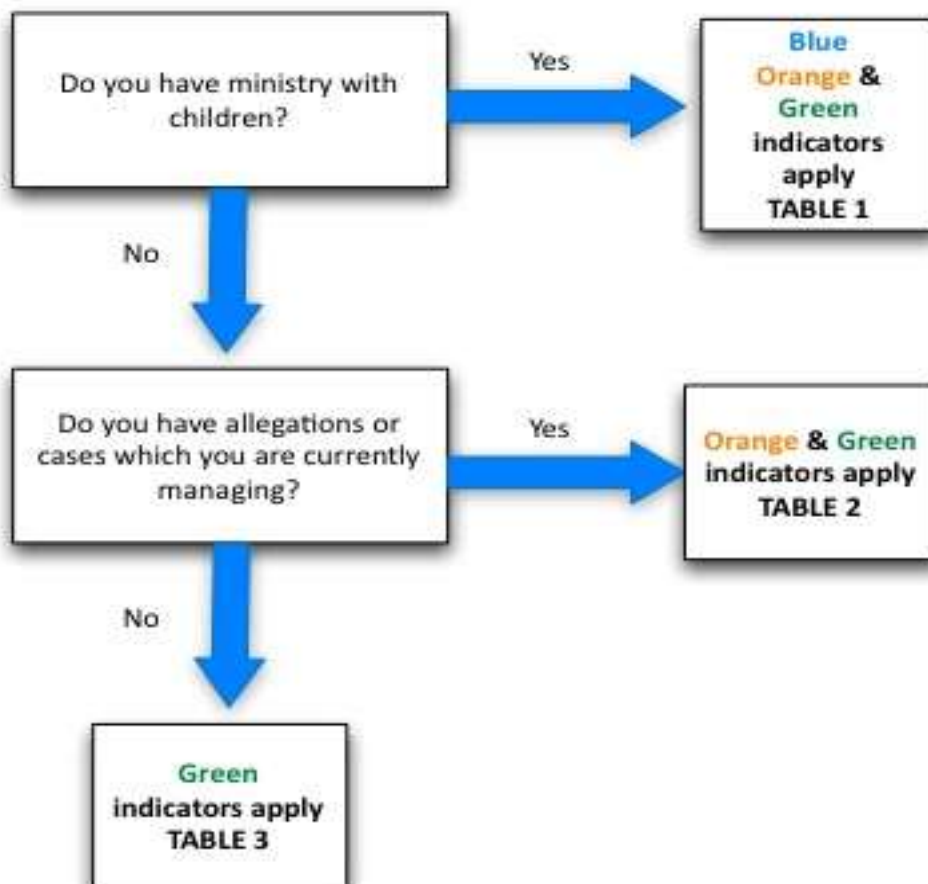
The appendices contain important information which is referenced across all of the seven Standards.

Understanding and implementing the Seven Safeguarding Standards

Implementation

To effectively use this document each Church Authority will be responsible for ensuring that they:

1. Read and sign the Child Safeguarding Policy.
2. Use the flow diagram below to identify which indicators apply to their diocese, religious order or Church body.



3. Read and implement the relevant guidance associated with the indicators that apply to their Church body (See tables below).

Understanding and implementing the Seven Safeguarding Standards

Table 1

1.1	The Church body follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children.
1.2	The Church body implements effective practice on the expected Standards of adults' behaviour towards children.
1.3	The Church body implements effective practice in encouraging children's positive behaviour.
1.4	The Church body implements effective practice in safe care for all children including those with specific needs ^{*4} .
1.5	The Church body ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.
1.6	The Church body 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.
1.7	The Church body has a clear written Complaints Procedure regarding safeguarding concerns which are not allegations of abuse.
1.8	The Church body implements effective practice for Church personnel on assessment of hazards when working with children.
1.9	The Church body implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.
2.1	The Church body has clear written child safeguarding procedures and access to the personnel to implement them if there are concerns, suspicions or allegations received about the abuse of a child. These procedures specify that all allegations which meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. If the allegation relates to an ordained cleric or non ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Church Authority must also be informed.
2.2	The Church body records all concerns, suspicions, allegations, incidents and referrals and action taken which upholds compliance with relevant data protection, confidentiality and storage of information legislation.
2.3	The Church body shares information about child safeguarding concerns, suspicions and allegations with those who need to know, in order to keep children safe.
3.1	The Church Authority in person offers appropriate pastoral care and support to the complainant, which recognises their unique needs.
3.2	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the complainant.
3.3	The Church body works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.
4.1	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent. This is done in consultation with the respondent.
4.2	The Church Authority has arrangements in place to inform the respondent that an allegation has been received about them; and has a procedure for deciding whether an Interim Management Plan needs to be put in place for the respondent.

⁴ **Specific Needs:** The specific or unique, out-of-the-ordinary concerns created by a person's medical, physical, mental, or developmental condition or disability. Additional services are usually needed to help a person in one or more of the following areas, among others, thinking, communication, movement, getting along with others, and taking care of self.

Understanding and implementing the Seven Safeguarding Standards

4.3	When statutory authority investigations and assessments have been completed, the Church Authority restarts the Preliminary Investigation/collecting the proofs as provided for in Canon 1717.(1)-(3)(ordained) and Canon 695 (non ordained religious).
4.4	The Church Authority has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.
5.1	The Church Authority takes responsibility to ensure that the induction of all personnel - lay, religious or clergy - includes training in the Church's child safeguarding policy and procedures.
5.2	The Church body conducts an annual training-needs analysis that identifies all Church personnel who require training and develops a Training Plan based on this.
5.3	The Church body ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Training Strategy where this has been identified as necessary through the annual training-needs analysis.
5.4	The Church body ensures that Church personnel who have specific Child Safeguarding responsibilities have appropriate, role-specific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy.
5.5	The Church body 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.
5.6	The Church body facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.
6.1	The Church body has a written plan which details how the Church's child safeguarding message will be communicated.
6.2	The Church body makes available to all, information on how to safeguard children.
6.3	The Church body 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.
6.4	The Church body establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.
7.1	The Church body <ul style="list-style-type: none"> • puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at a 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.
7.2	The Church body produces a three-year Child Safeguarding Plan that <ul style="list-style-type: none"> • outlines the actions that will be taken to keep children safe; • identifies who is responsible for implementing these actions; • specifies the timeframe within which actions are completed; • identifies the resources to ensure that the plan's objectives are realised.
7.3	The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry.

Understanding and implementing the Seven Safeguarding Standards

Table 2

1.1	The Church body follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children.
1.5	The Church body ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.
1.6	The Church body 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.
2.1	The Church body has clear written child safeguarding procedures and access to the personnel to implement them if there are concerns, suspicions or allegations received about the abuse of a child. These procedures specify that all allegations which meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. If the allegation relates to an ordained cleric or non ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Church Authority must also be informed.
2.2	The Church Authority records all concerns, suspicions, allegations, incidents and referrals and action taken which upholds compliance with relevant data protection, confidentiality and storage of information legislation.
2.3	The Church body shares information about child safeguarding concerns, suspicions and allegations with those who need to know, in order to keep children safe.
3.1	The Church Authority in person offers appropriate pastoral care and support to the complainant, which recognises their unique needs.
3.2	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the complainant.
3.3	The Church works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.
4.1	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent . This is done in consultation with the respondent.
4.2	The Church Authority has arrangements in place to inform the respondent that an allegation has been received about them; and has a procedure for deciding whether an Interim Management Plan needs to be put in place for the respondent.
4.3	When statutory authority investigations and assessments have been completed, the Church Authority restarts the Preliminary Investigation/collecting the proofs as provided for in Canon 1717.(1)-(3)(ordained) and Canon 695 (non ordained religious).
4.4	The Church Authority has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.
5.1	The Church Authority takes responsibility to ensure that the induction of all personnel - lay, religious or clergy - includes training in the Church's child safeguarding policy and procedures.
5.2	The Church body conducts an annual training-needs analysis that identifies all Church personnel who require training and develops a Training Plan based on this.
5.3	The Church body ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Training Strategy where this has been identified as necessary through the annual training-needs analysis.
5.4	The Church body ensures that Church personnel who have specific Child Safeguarding responsibilities have appropriate, role-specific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy.
5.6	The Church body facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.

Understanding and implementing the Seven Safeguarding Standards

6.2	The Church body makes available to all, information on how to safeguard children.
7.1	<p>The Church body</p> <ul style="list-style-type: none"> • puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at a 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.
7.2	<p>The Church body produces a three-year Child Safeguarding Plan that</p> <ul style="list-style-type: none"> • outlines the actions that will be taken to keep children safe; • identifies who is responsible for implementing these actions; • specifies the timeframe within which actions are completed; • identifies the resources to ensure that the plan's objectives are realised.
7.3	The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry.

Understanding and implementing the Seven Safeguarding Standards

Table 3

1.5	The Church body ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.
1.6	The Church body 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.
2.1	The Church body has clear written child safeguarding procedures and access to the personnel to implement them if there are concerns, suspicions or allegations received about the abuse of a child. These procedures specify that all allegations which meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. If the allegation relates to an ordained cleric or non ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Church Authority must also be informed.
3.1	The Church Authority in person offers appropriate pastoral care and support to the complainant, which recognises their unique needs.
3.3	The Church body works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.
4.1	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent. This is done in consultation with the respondent.
5.1	The Church Authority takes responsibility to ensure that the induction of all personnel - lay, religious or clergy - includes training in the Church’s child safeguarding policy and procedures.
5.2	The Church body conducts an annual training-needs analysis that identifies all Church personnel who require training and develops a Training Plan based on this.
5.3	The Church body ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Training Strategy where this has been identified as necessary through the annual training-needs analysis.
5.4	The Church body ensures that Church personnel who have specific Child Safeguarding responsibilities have appropriate, role-specific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy.
6.2	The Church body makes available to all, information on how to safeguard children.
7.1	The Church body <ul style="list-style-type: none"> • puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at a 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.
7.3	The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry.

Standard 1 - Creating and Maintaining Safe Environments

What is the Standard?

Church bodies provide an environment for children, which is welcoming, nurturing and safe. They provide access to good role models whom the children can trust, who respect, protect and enhance their spiritual, physical, emotional, intellectual and social development.

Indicators that ensure that the Standard is being met

1.1	The Church body follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children.
1.2	The Church body implements effective practice on the expected Standards of adults' behaviour towards children.
1.3	The Church body implements effective practice in encouraging children's positive behaviour.
1.4	The Church body implements effective practice in safe care for all children including those with specific needs ⁵ .
1.5	The Church body ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.
1.6	The Church body 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.
1.7	The Church body has a clear written Complaints Procedure regarding safeguarding concerns which are not allegations of abuse.
1.8	The Church body implements effective practice for Church personnel on assessment of hazards when working with children.
1.9	The Church body implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.

Guidance to support the implementation of this Standard

Evidence of creating and maintaining safe environments may include having and using procedures on:

1.1	Safe Recruitment , including Vetting
1.1	Visiting clergy or visiting persons in any form of consecrated life seeking to minister in the Catholic Church in Ireland
1.2	Appropriate behaviour by adults towards children and young people
1.2	Prevention of bullying
1.3	Appropriate behaviour by children and young people
1.3	Dealing with breaches of Codes of Behaviour for adults and for children
1.4	Safe care for children
1.4	Dealing with accidents
1.4	Maintaining adequate supervision ratios
1.4	Exceptional adult one-to-one contact with children and young people
1.4	Operating the John Paul 2 awards scheme
1.4	The participation of children with specific needs
1.4	Trips away from home with young people

⁵ **Specific Needs:** The specific or unique, out-of-the-ordinary concerns created by a person's medical, physical, mental, or developmental condition or disability. Additional services are usually needed to help a person in one or more of the following areas, among others, thinking, communication, movement, getting along with others, and taking care of self

Standard 1 - Creating and Maintaining Safe Environments

1.5	The use of Church property by external groups, including its hire for private functions
1.6	Whistleblowing
1.7	Complaints regarding safeguarding concerns which are not allegations of abuse
1.8	Hazard assessment of activities with children
1.9	The use of technology, including the Internet, texting and email and photography
1.9	The use of CCTV and webcams

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard 1 should not be considered in isolation and so must be read in conjunction with the following Standards:

- **Standard 5** - Training and Support for Keeping Children Safe
- **Standard 6** - Communicating the Church's Safeguarding Message

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

What is the Standard?

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.

Indicators that ensure that the Standard is being met

2.1	The Church body has clear written child safeguarding procedures and access to the personnel to implement them if there are concerns, suspicions or allegations received about the abuse of a child. These procedures specify that all allegations which meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. If the allegation relates to an ordained cleric or non ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Church Authority must also be informed.
2.2	The Church body records all concerns, suspicions, allegations, incidents and referrals and action taken which upholds compliance with relevant data protection, confidentiality and storage of information legislation.
2.3	The Church body shares information about child safeguarding concerns, suspicions and allegations with those who need to know, in order to keep children safe.

Guidance to Support the Implementation of this Standard

Evidence of implementing effective procedures for responding to child protection allegations, concerns and suspicions may include having and using procedures on:

2.1	Reporting allegations of abuse
2.1	Responding to an adult making an allegation of abuse
2.1	Responding to a child making an allegation of abuse
2.1	Responding to an anonymous allegation of abuse
2.1	Responding to someone who admits abusing a child
2.1	Responding to someone who makes an allegation which does not relate to church personnel
2.1	Child safeguarding and confession
2.1	Responding to a complainant who is dissatisfied with how their allegation has been dealt with
2.1	Responding to allegations against a Church Authority
2.2	Having regular liaison with statutory authorities
2.2	Maintaining case management records
2.2	Minute taking
2.3	Information sharing

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard should not be considered in isolation and must also be read in the context of the following Standards:

- **Standard 3:** Care and Support for the Complainant
- **Standard 4:** Care and Management of Respondent
- **Standard 7:** Quality Assuring Compliance with the Seven Standards

Standard 3 - Care and Support for the Complainant

What is the Standard?

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.

Indicators that ensure that the Standard is being met

3.1	The Church Authority offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the Church Authority to meet the complainant in person.
3.2	The Church Authority 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.
3.3	The Church body works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.

Guidance to Support the Implementation of this Standard

Evidence of providing care and support for the complainant may include effective procedures and practice on:

3.1	A pastoral response to complainants
3.2	The appointment of appropriate personnel
3.2	The role of the Support Person
3.3	Effective cooperation with relevant national organisations and agencies

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard should not be considered in isolation and must also be read in the context of the following Standards:

- **Standard 2:** Responding to Child Protection Allegations, Concerns and Suspicions
- **Standard 5:** Training and Support for Keeping Children Safe
- **Standard 7:** Quality Assuring Compliance with the Seven Standards

Standard 4 - Care and Management of the Respondent

What is the Standard?

The Church Authority has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (ordained, and non-ordained religious) is provided.

Indicators that ensure that the Standard is being met

4.1	The Church Authority appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent. This is done in consultation with the respondent.
4.2	The Church Authority 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.
4.3	When statutory authority investigations and assessments have been completed, the Church Authority restarts the Preliminary Investigation/collecting the proofs as provided for in Canon 1717.(1)-(3)(ordained) and Canon 695 (non ordained religious).
4.4	The Church Authority has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.

Guidance to Support the Implementation of this Standard

Evidence of effective care and management of the respondent may include procedures used to:

4.1	Appoint appropriate personnel
4.1	Specify the role of the Adviser
4.2	Inform the respondent (ordained and non-ordained religious) that an allegation has been received, and consider if an Interim Management Plan is required
4.2	Undertake a Risk Assessment - for ordained clergy and non-ordained religious - to produce an Interim Management Plan
4.2	Facilitate leave from sacred ministry
4.2	Support parishes and others affected when a priest has taken leave from sacred ministry
4.3	Conduct a Preliminary Investigation for ordained clerics following the conclusion of any Investigation by the statutory authorities
4.3	Return the respondent to ministry when the Preliminary Investigation finds that there is no case to answer or when the allegation is manifestly false or frivolous
4.3	Support and manage a respondent when a Preliminary Investigation finds there is a case to answer and the allegation against an ordained cleric is not manifestly false or frivolous
4.3	Support and manage non-ordained religious following the conclusion of any Investigation by the statutory authorities.
4.4	Monitor those who have been accused of child abuse once there is a case to answer or the allegation is not manifestly false or frivolous
4.4	Conduct Clinical Risk Assessments

Standard 4 - Care and Management of the Respondent

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard should not be considered in isolation and must also be read in the context of the following Standards:

- **Standard 1:** Creating and Maintaining Safe Environments
- **Standard 2:** Procedures for Responding to Child Protection Allegations, Concerns and Suspicions
- **Standard 5:** Training and Support for Keeping Children Safe
- **Standard 7:** Quality Assuring Compliance with the Seven Standards

What is the Standard?

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children.

Indicators that ensure that the Standard is being met

5.1	The Church Authority ensures that the induction of Church personnel includes training in the Church's child safeguarding policy and procedures.
5.2	The Church body conducts an annual training-needs analysis that identifies all Church personnel who require training and develops a Training Plan based on this.
5.3	The Church body ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Training Strategy where identified through the annual training-needs analysis.
5.4	The Church body ensures that Church personnel who have specific Child Safeguarding responsibilities have appropriate, role-specific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy.
5.5	The Church body 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.
5.6	The Church body facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.

Guidance to Support the Implementation of this Standard

Evidence of providing effective training and support for keeping children safe may include procedures used to:

5.1	Induct all involved in providing Church-related activities
5.2	Implement the National Training Strategy
5.2	Carry out a training needs analysis
5.3	Ensure the delivery of basic safeguarding awareness
5.3	Access to Registered Trainers with the NBSCCCI
5.4	Provide role-specific training for Church personnel
5.5	Raise awareness of child safeguarding with children and their guardians in the Church
5.6	Ensure access to appropriate support and supervision

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard should not be considered in isolation and must also be read in the context of the following Standards:

- **Standard 1:** Creating and Maintaining Safe Environments
- **Standard 2:** Responding to Child Protection Allegations, Concerns and Suspicion
- **Standard 3:** Care and Support for the Complainant
- **Standard 4:** Care and Management of the Respondent
- **Standard 6:** Communicating the Church's Child Safeguarding message
- **Standard 7:** Quality Assuring Compliance with the Seven Standards

Standard 6 - Communicating the Church's Safeguarding Message

What is the Standard?

Church bodies appropriately communicate the Church's child safeguarding message.

Indicators that ensure that the Standard is being met

6.1	The Church body has a written plan which details how the Church's child safeguarding message will be communicated.
6.2	The Church body makes available to all, information on how to safeguard children.
6.3	The Church body 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.
6.4	The Church body establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.

Guidance to Support the Implementation of this Standard

Evidence of effective communication of the Church's Child Safeguarding message may include procedures used to:

6.1	Develop a Communications Plan
6.2	Ensure that information regarding the Church's Child Safeguarding message is accessible
6.2	Create user-friendly versions of the Child Safeguarding Policy
6.2	Create a Child Safeguarding newsletter
6.3	Communicate appropriately to those whose first language is not English; and to those who have specific needs
6.4	Develop links with other organisations in the locality in order to promote a safe and caring community and to share good practices

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This Standard should not be considered in isolation but must be read in the context of all of the seven Standards and in particular the following Standards:

- **Standard 1:** Creating and Maintaining Safe Environments
- **Standard 5:** Training and Support for Keeping Children Safe
- **Standard 7:** Quality Assuring Compliance with the Seven Standards

Standard 7 – Quality Assuring Compliance with the Seven Standards

What is the Standard?

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.

Indicators that ensure that the Standard is being met

7.1	The Church body: <ul style="list-style-type: none">• puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at a 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.
7.2	The Church body produces a three-year Child Safeguarding Plan that: <ul style="list-style-type: none">• outlines the actions that will be taken to keep children safe;• identifies who is responsible for implementing these actions;• specifies the timeframe within which actions are completed;• identifies the resources to ensure that the plan's objectives are realised.
7.3	The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry.

Guidance to Support the Implementation of this Standard

Evidence of effective quality assuring of compliance with the Standards may include procedures used to:

7.1	Monitor the seven Standards at local level
7.1	Carry out monitoring visits by Church Authority
7.1	Audit local child Safeguarding
7.1	Have the DLP make an Annual Report to the Church Authority
7.1	Conduct a safeguarding handover and Induction of a new Church Authority or DLP
7.2	Develop a three year Child Safeguarding Plan
7.3	Invite a NBSCCCI review

Links to other Standards

Safeguarding children requires that all of the Standards are fully realised across the whole Church. This final Standard should not be considered in isolation **but must be read in conjunction with all of the preceding six Standards.**