



THE NATIONAL BOARD FOR  
**SAFEGUARDING CHILDREN**  
IN THE CATHOLIC CHURCH IN IRELAND

**National Board for Safeguarding Children in the Catholic Church in Ireland**

**Operational Plan 2020-2023**

## **Purpose**

The National Board for Safeguarding Children in the Catholic Church in Ireland (The National Board) was established to provide advice, services and assistance to constituent members of the Catholic Church in furtherance of the development of the safeguarding of children within the Roman Catholic Church on the island of Ireland. The National Board also has a role in monitoring Church bodies compliance with civil legislation and constitutional imperatives, policy and best practice; and it is required to report upon activities of the Company and the cooperation which it receives in respect of such activities to the extent that such activities are always and in all respects carried out with due regard to the doctrines and applicable Canon Law of the Roman Catholic Church.

## OBJECTIVE 1

### Provide Advice and Support on all aspects of child safeguarding and case management within the Catholic Church in Ireland

Ways to meet this objective	Performance Indicators
Provision of advice on case management issues as requested by relevant Church personnel	<ul style="list-style-type: none"> <li>• Electronic and hard copies of advice provided</li> <li>• Database of all advice offered</li> <li>• Quarterly reports to the National Board on advice provided</li> <li>• Annual report which provides statistical information on advice provided</li> </ul>
Facilitation of meetings of the National Case Management Committee (NCMC)	<ul style="list-style-type: none"> <li>• Copies of case submission and discussion forms from NCMC to each Church body</li> <li>• Agendas and minutes of meetings of NCMC</li> <li>• Quarterly reports to the National Board on NCMC meetings</li> <li>• Annual report on NCMC meetings</li> </ul>
Provision of Training and Support	<ul style="list-style-type: none"> <li>• Development and delivery of Training and Support Strategy</li> <li>• Quarterly reports to National Board on Training and Support delivered</li> <li>• Training returns from registered trainers on the delivery of basic awareness training</li> <li>• Database of all training delivered (local and national)</li> <li>• Evaluation process</li> <li>• Accreditation and reaccreditation records for all registered trainers</li> </ul>
Provision of advice on safeguarding matters with the aim of creating safe environments for children	<ul style="list-style-type: none"> <li>• Electronic and hard copies of advice provided</li> <li>• Database of all advice offered</li> <li>• Quarterly reports to the National Board on advice provided</li> <li>• Annual report which provides statistical information on advice provided</li> </ul>

## OBJECTIVE 2

### Development of policy, procedures and practice on all aspects of child safeguarding within the Catholic Church in Ireland

Ways to meet this objective	Evidence that this objective has been achieved
Development of guidance to support Church personnel, those in authority and those who have a safeguarding role	<ul style="list-style-type: none"> <li>• Electronic copies of guidance provided</li> <li>• Quarterly reports to the National Board on guidance created</li> <li>• Details of guidance produced in quarterly newsletters</li> <li>• Annual report with details of guidance provided</li> </ul>
Facilitation of Bi Annual Child Safeguarding Conference and Annual Ecclesiastical Provincial Area Meetings	<ul style="list-style-type: none"> <li>• Programmes and agenda of conference and Ecclesiastical Provincial Area Meetings</li> <li>• Evaluation forms from conference and Ecclesiastical Provincial Area Meetings</li> </ul>
Development of Guidance, Advice and Practice (GAP) papers	<ul style="list-style-type: none"> <li>• Production and release of two GAP papers in 2020</li> </ul>
Development of practice information as necessary	<ul style="list-style-type: none"> <li>• Information meetings</li> <li>• Practice issues in Newsletters</li> <li>• Research, review and comparative inquiries as necessary</li> </ul>

### OBJECTIVE 3

#### Monitoring the child safeguarding practice of constituent members within the Catholic Church in Ireland

Ways to meet this objective	Evidence that this objective has been achieved
Monitoring allegations that are reported by Church bodies and other personnel to the National Board	<ul style="list-style-type: none"> <li>• Acknowledgement letters of allegations received and follow-up advice if requested</li> <li>• Quarterly reports to the National Board on allegations received</li> <li>• Annual report on allegations received</li> </ul>
Completion of reviews into child safeguarding practice of constituent Church bodies	<ul style="list-style-type: none"> <li>• Review reports completed</li> <li>• Annual report with details of reviews completed</li> </ul>

#### OBJECTIVE 4

### Establishing and running the National Office, legally, efficiently and effectively for our constituent members and sponsoring bodies

Ways to meet this objective	Evidence that this objective has been achieved
Effectively communicating with our stakeholders	<ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Revision of Website</li> <li>• Annual Reports</li> <li>• Articles produced</li> <li>• Media presentations delivered</li> <li>• Communication plan written and approved</li> <li>• Quarterly Reports to the National Board</li> <li>• Attendance and reporting to and discussions with Bishops' Quarterly Conferences</li> <li>• Attendance at AMRI meetings as required</li> <li>• Coimirce AGM</li> </ul>
Ensuring compliance with data protection legislation	<ul style="list-style-type: none"> <li>• Appointment and registration of DPO</li> <li>• Procedures and policies relating to data protection in place and being implemented</li> <li>• Process of data destruction</li> <li>• Reporting any data breaches to DPO</li> <li>• Reporting on data protection issues quarterly to the National Board</li> <li>• MOU and Deeds signed by constituent members</li> </ul>
Ensuring effective financial management	<ul style="list-style-type: none"> <li>• Monthly budget reports to the National Board</li> <li>• Annual budget planned and approved</li> <li>• Financial management procedures in place and being implemented</li> <li>• Reappointment of professional external auditors as required</li> </ul>



THE NATIONAL BOARD FOR  
SAFEGUARDING CHILDREN  
IN THE CATHOLIC CHURCH IN IRELAND

Ensuring effective compliance with lobbying legislation	<ul style="list-style-type: none"><li>• Completion of lobbying returns</li></ul>
Ensuring effective human resource management	<ul style="list-style-type: none"><li>• HR policies in place</li><li>• Supervision records</li><li>• Copies of signed induction forms</li></ul>
Ensuring effective management of risks	<ul style="list-style-type: none"><li>• Risk register created, reviewed and updated</li><li>• Appropriate insurance in place</li></ul>
Ensuring effective running of the National Board	<ul style="list-style-type: none"><li>• Board procedures in place</li><li>• Memorandum and Articles in place and reviewed</li><li>• Compliance with charities regulator</li><li>• Regular board review of risk register</li></ul>

### **Specific Objectives for 2020**

1. Redevelop website to ensure better accessibility and ease of access to information.
2. Develop a communications plan for the National Board, which includes ideas to develop better social media presence; an information leaflet on the work of the National Board and greater accessibility to guidance materials, for example by developing an index.
3. Conduct and report to the National Board on reviews of safeguarding practice, inviting dioceses and congregations to publish their reports and giving comment on reviews and compliance with standards in the National Board's Annual Report.
4. Produce two GAP papers on relevant safeguarding issues.
5. Organise a National Conference in October 2020. (Now rescheduled until October 2021 due to health pandemic).