



TRAINING AND SUPPORT MATERIALS FOR SAFEGUARDING CHILDREN
IN THE CATHOLIC CHURCH IN IRELAND

Self Audit Training

11th October 2017



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



TRAINING AND SUPPORT MATERIALS FOR SAFEGUARDING CHILDREN
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Welcome, Introductions and Prayer

Teresa



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Aims of the Day

1. To explain the audit, which template to use and where it fits within the standards
2. To explain the process of carrying out and analysing the audit including informing the NBSCCCI
3. To hear from you what further clarifications or changes to the guidance you need to assist you in your role.



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The Audit Process

Niall



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Clarity of Language

Review- carried out by the NBSCCCI

Audit- is the annual self audit carried out by the Church body



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Indicator 7.1

The Church authority:

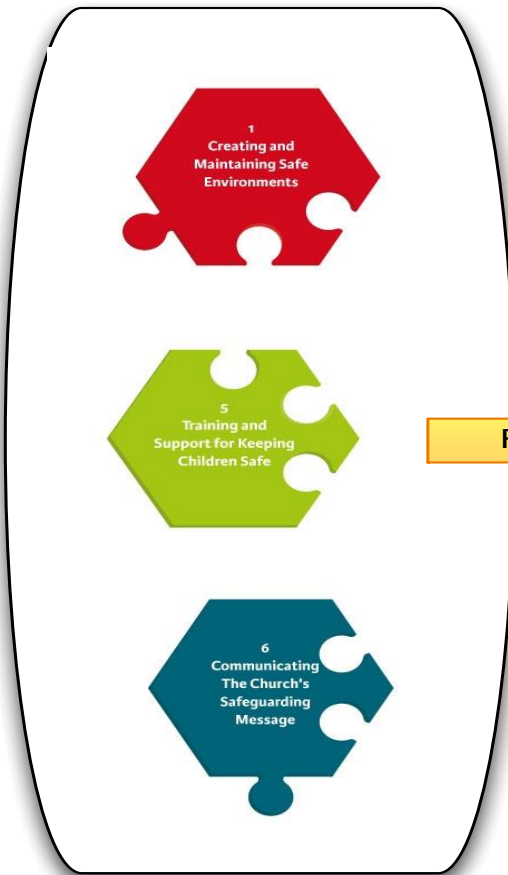
- Puts in place arrangements to ensure and evaluate its compliance with the safeguarding Standards at a local level;
- Produces a report on the level of compliance established through this audit exercise
- Notifies the National Board in writing of this annual audit report



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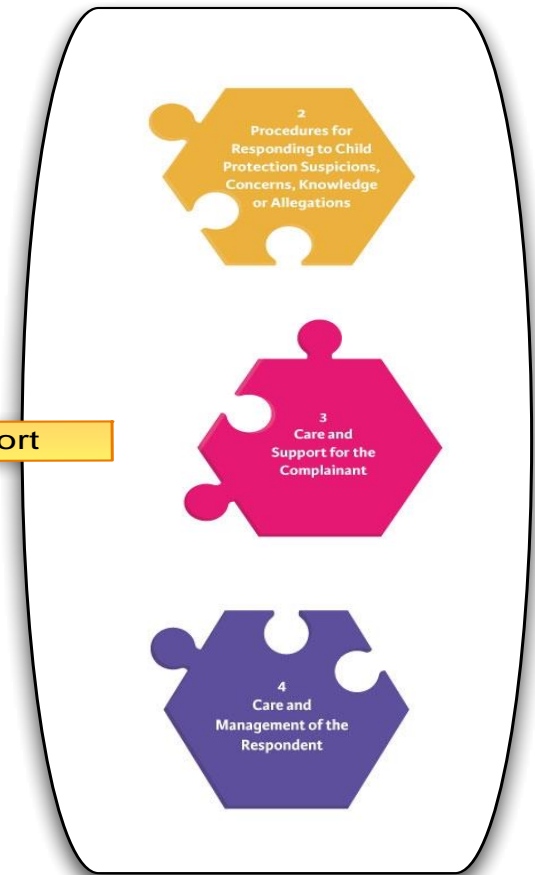
Safeguarding Committee



Church Authority



Designated Liaison Person





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The audit you need depends on your ministry with children as defined on page 34 of the policy

- Any work or service undertaken by Church Personnel with children, which is under the authority of their church body
- Any work with children undertaken by Church personnel (lay, vowed and ordained) within Church property, which is under their authority of their Church body;
- All priests in active ministry under the authority of their Church body are to be considered as having ministry with children.

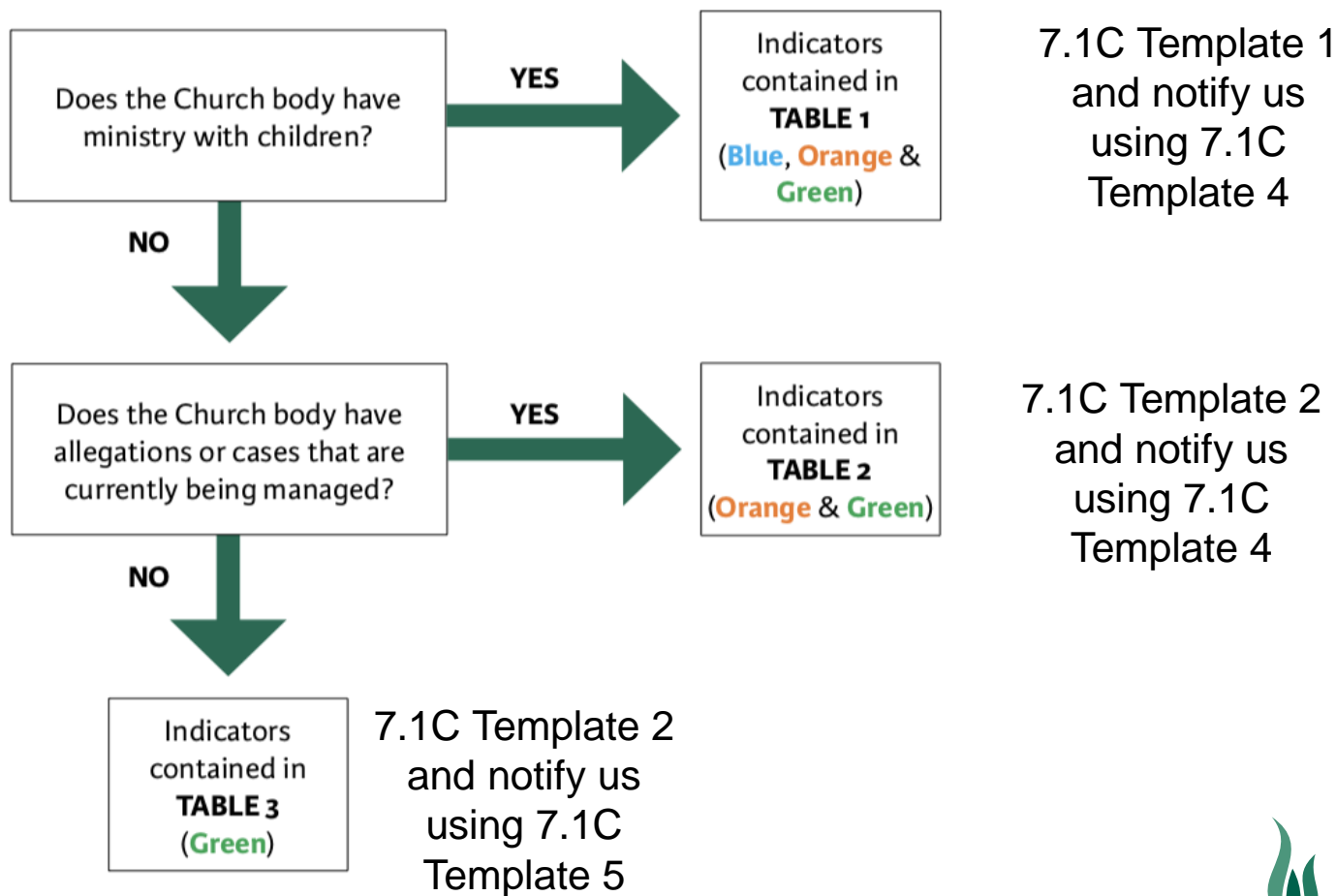


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Which template do I use?



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Where do I get the Templates?



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Carrying out the audit



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A few points to consider

- If your Church body only has limited ministry with children only use 7.1C Template 1 in the place where ministry occurs, the rest can use 7.1C Template 2 or 3 as appropriate.
- The audit has been redesigned to gather information without which the safeguarding committee cannot complete their report to the Church authority, but not every piece of information is relevant.
- Remember the audit is about your ministry, the first few questions are vital to understand the safeguarding remit you have over various groups.
- Communication and support are key! It is important to help people see the audit as a help not a hindrance



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Analysing the audit

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Role of the Safeguarding Committee

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 of the Committee

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



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Points to consider

- 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 (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
- This should be a partnership approach involving local priests/superiors



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Writing the Report (3 Year Plan if applicable)

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Indicator 7.2

- Only applies to Church bodies in category 1 or 2. Those in category 3, should still inform their Church authority of the outcome of the audit but it doesn't need to be a 3 year plan.
- The Church body produces a three year safeguarding plan
- Guidance for this is contained in 7.2A Template 1
- The plan should outline the actions identified from the local safeguarding audit and how these should be addressed.



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The plan should contain

- Specific objectives linked to each of the safeguarding standards. It is important that specific objectives are set in line with the child safeguarding standards, any previous annual audit recommendations and any review recommendations by the NBSCCCI. These objectives can be broken down into set actions. The training plan and communications plan should be included under Standards 5 and 6. •
- Resources. The achievement of this child safeguarding plan is fully dependent on the availability of sufficient resources. In order to successfully implement the three-year strategy, it is important to set specific and realistic objectives linked to identified allocated resources.
- Implementation. The Church authority, through the safeguarding committee, should identify clear time frames for implementation, which should take account of the completion of the local safeguarding audits (Guidance 7.1C).



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The plan should contain

- Review and evaluation. It is important that the three-year plan sets clear dates for review of each specific objective outlined in the plan. These review dates should be achieved on an annual basis, and reviews should take account of the outcomes of the annual local safeguarding audits (Guidance 7.1C), and, if appropriate, of the annual report made by the DLP to the Church authority (Guidance 7.1D).



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Experience of carrying out the new annual audit

Colette O'Doherty



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The Challenges

- Our target group
- From the old to the new
- Additional information opportunity
- Time frame
- User friendly template

The Audit Form

- Training and information tool
- Inclusion of Ferns relevant additions
- Audit of Personnel for Training Purposes
- Audit of Parish Activities
- List of Agencies & Lay Apostolates
- List of Supply Priests

Forms posted to Reps with corresponding letter to Clergy

Initial Outcome

- Increase in Audit Support Calls
- Increase in Audit Support Visits
- Increase in request for Parish Visits
- Increase in calls from secretaries, volunteers, etc.
- Overwhelmed
- Resistance and Resignation
- Confusion, Understanding & Welcome
- Non-callers and non returns

Outcome & Analysis

- Heightened awareness of Safeguarding
- Support for LSR's
 - A series of Coffee Mornings
 - User friendly Handbook
 - Identify Additional Supports
- Training Analysis
 - Target groups
 - Supply Priests
 - Generic Training Video
- Parish Visits to non returns
- Refresh of Representatives
- Audit Template now used for Diocesan Activities

Final thoughts

- Audit is a very valuable asset
- Evolve, personalise and analyse each year
- Streamlines safeguarding mechanisms
- Identifies problem areas
- Tighter timeframe
- More confidence in parish safeguarding



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DLP's Report

Teresa



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DLP report

- **Only needs done by those in Church body category 1 or 2.**
- The DLP, or a person appointed by the Church authority, will analyse all allegations and case files that have been reported within the year, using 7.1D Template 1 as a guide.
- An annual report is prepared for the Church authority, with a review of compliance and recommendations for further action and improvement.
- Recommendations for change are incorporated into the three-year child safeguarding plan, if appropriate (7.2A Template 1).
- All documents produced will be in compliance with data protection requirements.



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Experience of the DLP report and new annual audit for religious orders and dioceses

Cleo Yates



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DLP Report

- I have done this for both religious orders and dioceses
- Initial thoughts was that it was confusing for my purposes and I didn't see the relevance given that I regularly met Church authorities to review cases
- After amending the template and carrying it out I was converted!
 - It brought up new information that I hadn't considered before with older cases
 - It allowed the Church authority who was new to quickly get up to date with the cases
 - Allowed the Church authority to offer an alternative viewpoint and question me as the DLP
 - Acted as a reminder for the work done that year particularly around support for both complainant and respondent



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Self Audit

- I have done this for both religious orders and dioceses
- My thoughts were
 - For each Church body it's slightly different and I was able to adapt it to suit, particularly for a smaller religious order who didn't have ministry or cases, I completed the audit with them and it highlighted gaps which we were able to fulfil with the help of the resources in the diocese.
 - If something isn't relevant there is no need to complete it
 - It took away the fear that the smaller religious order had, and made safeguarding much more straightforward in terms of what they had to do.



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Notifying the NBSCCCI

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Once the report from DLP and report from Safeguarding Committee are received the Church Authority writes to the National Board to say that the local audit is completed and plans to address any gaps are in place.

- Template letters for those that are in Table 1 or 2 of the policy – 7.1C Template 4
- Template letter for those that are in Table 3 of the policy - 7.1C Template 5
- Should be done by end of January
- NBSCCCI will publish statistics in Annual Report
- We only want the notification not the audit or DLP report, but these should be retained for any future reviews.



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Questions from the floor

Niall and Teresa



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FINISH AND EVALUATION



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