**Safeguarding Communications Plan 2017/2019**

## Date of Publication:

## January 2018

**Introduction.**

The Archdiocese of Cashel & Emly recognises that to keep children safe, policies, procedures and plans have to be implemented and their effectiveness monitored and evaluated. In order to do this the Diocese has outlined the following plan to ensure the safeguarding message is adequately communicated to all those who work with children or vulnerable adults.

communicating the church’s safeguarding message - standard 6

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| **Who** | **What** | **How** | **Who is responsible?** | **When** | **Reviewed** |
| **Lay Faithful** | Safeguarding Policy & DLP contact details, Link on Website to safeguarding message/page  | Diocesan Website | Diocesan Website is updated to ensure:1. The name of DLP
2. Safeguarding Policy is up to date and available
 | Weekly and as part of annual audit | January 2018 |
|  | DLP contact details and key safeguarding message on laminated posters Safeguarding Awareness Month  | Local Bulletin Parish NewsletterEmail short communication to parish priests for parish newsletters and parish websites | The Parish Priest/LSR is responsible for: 1. Ensuring the name of the DLP and contact details are included in the bulletin
2. Ensuring that policies are on view in designated locations owned by the parish
3. DLP
4. Diocesan Safeguarding Committee
 | AnnuallyOctober | December 2017October 2017  |

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| Who | What | How | Who is responsible? | When | Reviewed |
| **Local Safety Representative (LSR)** | Updates on the work of the committee and notice of upcoming events Increase awareness and understanding of Safeguarding Policy and the 7 Standards Full day training for new LSR and parish priestsParish Audit2 hr Workshop for all working with children in diocese  | Safeguarding Committee Newsletter Safeguarding Conference as part of Safeguarding Month Training Plan A copy will be sent to parish priests and LSR to complete and return to the Diocesan Safeguarding Committee A member of the Diocesan Safeguarding Committee and the DLP or trainer will facilitate a workshop open to all those working with children in the parishes | Diocesan Safeguarding Committee DLP and trainers DLP and trainers DLP and Diocesan Office, Diocesan Safeguarding Committee and trainers Diocesan Safeguarding Committee and trainers  | Bi-annuallyAnnually TBCAnnually in OctoberAnnually-TBC | To be arranged for 2018See training plan 2018November 2017November 2017 |

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| Who | What | How | Who is responsible? | When | Reviewed |
| **Priests**  | Updates on the work of the committee and notice of upcoming events Increase awareness and understanding of Safeguarding Policy and the 7 Standards Full day training for new LSR and priestsParish Audit2 hr Workshop for all working with children in diocese Presentation to Priests at deanery meetings  | Safeguarding Committee newsletter emailed to parish priestsSafeguarding Conference as part of Safeguarding Month open to parish priests and LSRsVenue and dates to be arranged with DLP and trainer and communicated by email to LSRs and parish priestsA copy will be sent to parish priests and LSR to complete and return to the Diocesan Safeguarding Committee A member of the Diocesan Safeguarding Committee and the DLP or trainer will facilitate a workshop open to all those working with children in the parishesDLP will arrange with Deanery co-ordinators to attend a meeting of priests in each deanery at a mutually convenient date  | Diocesan Safeguarding Committee DLP and trainers DLP and trainers Distribution: Diocesan Office by emailDLP and Diocesan Office, Diocesan Safeguarding Committee and trainers DLP | Bi-annuallyAnnually in October Dates TBCOctober 2018Dates TBCOngoingOngoing | *see* Training and Support Standard November 2017*November 2017* November 2017November 2017December 2017 |

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| Who | What | How | Who isresponsible? | When | Reviewed |
| **Other agencies including Statutory authorities: TUSLA, An Garda Síochána** | Diocese Safeguarding Policy and DLP contact detailsLink on Website to safeguarding message/page | Diocesan Website | Diocesan Website is updated to ensure:1. The name of DLP 2. Safeguarding Policy is up to date and available DLP | Weekly and as part of annual audit | November 2017 |
| **Archbishop**  | Annual ReportCase Report | Written report presented to the Archbishop | Diocesan Safeguarding CommitteeDirector of Safeguarding | Annually  | January 2018 |
| NBSCCCI | Compliance with the 7 Standards | Letter confirming compliance | Archbishop | Annually | January 2018 |

Reviewed 12th January 2018

**Signed**

**Cleo Yates. Director of Safeguarding**

**12th January 2018**