**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 Newsletter  Email 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 | Annually  October | December 2017  October 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 priests  Parish Audit  2 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-annually  Annually TBC  Annually in October  Annually-TBC | To be arranged for 2018  See training plan 2018  November 2017  November 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 priests  Parish Audit  2 hr Workshop for all working with children in diocese  Presentation to Priests at deanery meetings | Safeguarding Committee newsletter emailed to parish priests  Safeguarding Conference as part of Safeguarding Month open to parish priests and LSRs  Venue and dates to be arranged with DLP and trainer and communicated by email to LSRs and parish priests  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  DLP 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 email  DLP and Diocesan Office, Diocesan Safeguarding Committee and trainers  DLP | Bi-annually  Annually in October  Dates TBC  October 2018  Dates TBC  Ongoing  Ongoing | *see* Training and Support Standard  November 2017  *November 2017*  November 2017  November 2017  December 2017 |

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| Who | What | | How | Who is responsible? | | When | Reviewed |
| **Other agencies including Statutory authorities: TUSLA, An Garda Síochána** | Diocese Safeguarding Policy and 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 DLP | | Weekly and as part of annual audit | November 2017 |
| **Archbishop** | Annual Report  Case Report | Written report presented to the Archbishop | | Diocesan Safeguarding Committee  Director 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**