



St. Patrick's Missionary Society

District of Ireland

Annual Report Safeguarding 2018



St. Patrick's Missionary Society
Kiltegan, Co Wicklow



SAFEGUARDING COMMITTEE REPORT 2018 DISTRICT OF IRELAND ST. PATRICK'S MISSIONARY SOCIETY



➤ **Meetings**

The safeguarding committee met on three occasions, meetings were held in: February, May and October. Each meeting was recorded and the report signed by Sandra Neville (Chairperson).

➤ **Areas of work addressed by the committee were:**

- **Annual Report:**
An annual report for 2017 was developed, signed off by the committee. The report was forwarded to Fr Tomas O'Connor (District Leader), Fr Victor Dunne (Superior General), NBSCCI Office (Notified by letter) and TUSLA, Naas. The report is also accessible on the www.spms.org.
- **Safeguarding Statement**
The committee signed off the Safeguarding Statement (Children's First Act 2015). The statement is displayed in the porch area of the entrance and on St. Patrick Missionary Society website.
- **Training and support:**
A report on training and support activities was delivered and discussed at each meeting. Annual training plan and report form part of the annual report.
- **Communication of the safeguarding message:**
In June 2018 the Safeguarding Newsletter was developed and distributed to all members, staff and volunteers. The newsletter is a great tool for highlighting changes in law and in practice of the safeguarding children policies within the state. The committee ensures that safeguarding is always included in any society District days or gatherings of the members.
- **Garda Vetting:**
The Safeguarding committee has successfully overseen the Garda Vetting of the personnel within the Irish District including society members and staff during 2017
- **Auditing and review:**
Annual report 2018 prepared.

➤ **Ongoing and future work or tasks of the Safeguarding Committee during 2019:**

The Safeguarding Committee has identified several tasks to be undertaken during 2019 as follows:

- a) Compliance with GDPR in relation to safeguarding
- b) Continue to update the Safeguarding element of St. Patrick's Missionary Society official website where old documents will be archived and the home page is current containing the current Child Safeguarding Policy and Procedures Document 2017.
- c) To update data base in relation to Garda Vetting, priest's agreement etc.

➤ **Membership:**

Sandra Neville (Chairperson), Laura Murphy, Fr Tomas O'Connor, Fr David Walsh & Fr Billy Fulton.



Training Report Safeguarding 2018 St. Patrick's Missionary Society



Green: Safeguarding Training Blue: NBSCCCI Training Red: Safeguarding Conference Orange: Other

TRAINING	DELIVERED BY	DATE	ATTENDANCE	
Workshop on GDPR	Marianne Matthews	6 th February	Fr Tomas O'Connor & Sandra Neville	2
Legislation, Practice Guidance Update	NBSCCCI	7 th March	Fr Tomas O'Connor	1
Safeguarding Information Session	Sandra Neville	16 th April	35 Clergy, 11 Care Unit Staff, 1 Housekeeping Staff	47
Influencing International Missionary Safeguarding Practice	NBSCCCI	16 th May	Fr Tomas O'Connor	1
Working with Respondents	NBSCCCI	6 th June	Sandra Neville & Fr Billy Fulton	2
Mandated Persons	Sandra Neville	9 th July	47 Clergy	47
Safeguarding Information Session	Sandra Neville	19 th September	6 Care Unit Staff	6
Safeguarding Conference	NBSCCCI	27 th October	Fr Tomas O'Connor & Sandra Neville	2
Compassionate Response Training	Sandra Neville	14 th November	Fr Billy Fulton & Sandra Neville	2
Safeguarding Information Session/Mandated Persons Leeson Park	Sandra Neville	19 th November	6 Clergy	6
Ecclesiastical Meeting	NBSCCCI/AMRI	4 th December	Fr Tomas O'Connor & Sandra Neville	2

2018 Total Attended Safeguarding Sessions, Church Personnel: 118

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 1: Creating & Maintaining Safe Environments	In Place	Evidence	Proposed	Not in Place
1.	The District follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 2, Page 17 of Policy & Procedures document		
2.	The District implements effective practice on the expected standards of adult's behaviour towards children.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 3, Page 25 of Policy & Procedures document		
3.	The District implements effective practice in encouraging children's positive behaviour	Yes	N/A as there are no activities with children/young people		
4.	The District implements effective practice in safe care for all children, including those with specific needs.	Yes	N/A as there are no activities with children/young people See Appendix 4 Page 29		
5.	The District ensures that the safe use of District Property by external groups complies with effective child safeguarding practice.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 10, page 41 of Policy & Procedures document		
6.	The District has in place clearly written whistle-blowing procedures to support and assist Church personnel to raise concerns about possible dangerous or unethical conduct by others towards children involved in Church activities.	Yes	Section1; Developing a Culture of Safeguarding, Appendix 5, page 30 of Policy & Procedures document		
7.	The District has a clearly written complaints procedure regarding safeguarding concerns that are not allegations of abuse.	Yes	Section 1; Developing a Culture of Safeguarding Appendix 6, page 32 of Policy & Procedures document		
8.	The District implements effective practice for Church personnel on assessment of hazards when working with children.	Yes	Section 1, Developing a Culture of Safeguarding, Appendix 8, page 38 of Policy & Procedures document		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 1; Creating & Maintaining Safe environments	In Place	Evidence	Proposed	Not in Place
9.	The District implements effective practice for appropriate use of information technology, including social media by Church personnel and by children.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 7, page 33 of Policy & Procedures document		
10.	The District has responsibility for ensuring that all clerics/religious, who are members of the Church body and are ministering with children in an external organization/Church body, agree to follow effective safeguarding practice.	Yes	Priests Agreement, see Forms, page 100 of Policy & Procedures document		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 2: Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations	In Place	Evidence	Proposed	Not in Place
1.	<p>The District has clearly written child safeguarding procedures and access to personnel to implement them if suspicions, concerns, knowledge or allegations are received about the abuse of a child. These procedures specify that all suspicions, concerns, knowledge or allegations that met the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. In addition to reporting to the statutory authorities:</p> <ul style="list-style-type: none"> • If the allegation relates to a District Leader, the National board also needs to be notified • If the allegation relates to a cleric or religious, the National Board and the District Leader must also be informed • If the allegation relates to a lay member of Church personnel, the District Leader must be informed. 	Yes	Section 2; Responding to Concerns, Appendix 14 page 49 of Policy & Procedures document		
2.	The District records all suspicions, concerns, knowledge or allegations and action taken that complies with relevant data protection legislation, statutory guidance on confidentiality and storage of information.	Yes	Section 2; Responding to Concerns, Appendix 14, page 65 Section 3; Quality Assurance, Appendix 18 page 84 of Policy & Procedures document		
3.	The District Leader shares information about child protection suspicions, concerns, knowledge or allegations with those who need to know, in order to keep children safe.	Yes	Section 2; Responding to Concerns, Appendix 14 page 63 of Policy & Procedures document		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 3: Care & Support for the Complainant	In Place	Evidence	Proposed	Not in Place
1.	The District Leader offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the District Leader to meet the complainant in person	Yes	Section 2; Responding to Concerns, Care of the Complainant Appendix 15, page 69 of the Policy & Procedures document		
2.	The District Leader has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant.	Yes		If applicable the District Leader will appoint appropriate persons to carry out this role	
3.	The District works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.	Yes	Annual meeting with Principal Social Worker. Liaise with Garda Unit when necessary		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 4: Care & Management of the Respondent	In Place	Evidence	Proposed	Not in Place
1.	The District Leader has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.	Yes	Yes, an advisor has been appointed and has attended training with the NBSCCCI		
2.	The District Leader 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.	Yes	Section 2; Care & Management of Respondent, Appendix 16 page 72 of Policy & Procedures document	.	
3.	When statutory authority investigations and assessments have been completed, the District Leader resumes the preliminary investigation/collecting the proofs as provided for in Canon 1717 (1)-(3)	Yes	The District Leadership team together with the DLP will ensure that when necessary preliminary investigations will be carried out. See Section 2; Care & Management of the Respondent, Appendix 16 page 76 of Policy & Procedures document.		
4.	The District Leader has suitable arrangements in place for monitoring of a respondent, where there is a case to answer until (and if) the District Leader no longer has responsibility for monitoring the respondent.	Yes	Section 2; Care & Management of Respondent, Appendix 16 page 80 of Policy & Procedures document.		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 5: Training & Support for Keeping Children Safe.	In Place	Evidence	Proposed	Not in Place
1.	The District Leader ensures that the induction of Church Personnel includes training in the Church's child safeguarding policy and procedures.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 11, page 43 of Policy & Procedures document.		
2.	The District conducts an annual training needs analysis that identifies all Church personnel who require training and develops a training plan based on this.	Yes	Training Plan 2019		
3.	The District ensures delivery at a local level of basic training programmes that are identified and approved by the National Board, as outlined in the National Board's Training Strategy, where this has been identified as necessary through the annual training needs analysis.	Yes	<ul style="list-style-type: none"> ➤ Training Report 2018 ➤ Training Plan 2019 		
4.	The District ensures that Church Personnel who have specific child safeguarding responsibilities have appropriate, role-specific training that is identified and approved by the National Board, as outlined in the National board's Training Strategy.	Yes	<ul style="list-style-type: none"> ➤ Training Plan 2019 		
5.	The District 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.	N/A	Safeguarding Posters on display.		
6.	The District facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.	Yes	Section 1; Creating A Culture of Safeguarding, Appendix 12, page 45 of Policy & Procedures document		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 6: Communicating the Church's Safeguarding Message.	In Place	Evidence	Proposed	Not in Place
1.	The District has a written plan that details how the Church's child safeguarding message will be communicated.	Yes	➤ Communication Plan 2019		
2.	The District makes information regarding how to safeguard children available to all.	Yes	➤ Policy & Procedures Document ➤ Safeguarding Section on Website ➤ Safeguarding Newsletter ➤ Safeguarding Poster		
3.	The District 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.	N/A			
4.	The District establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.	N/A			
5.	Appropriate support provided to those who have perpetrated abuse.	Yes	Provision of Advisor, access to counseling, canon lawyer and civil lawyer		

Safeguarding Audit 2018

District of Ireland, St. Patrick's Missionary Society

No	Standard 7: Quality Assuring Compliance with the Standards.	In Place	Evidence	Proposed	Not in Place
1.	<p>The District Leader:</p> <ul style="list-style-type: none"> • Puts in place arrangements to ensure and evaluate its compliance with the safeguarding standards at local level; • Produces a report on the level of compliance established through this audit exercise; • Notifies the National Board in writing of the completion of this annual audit report. 	Yes	<ul style="list-style-type: none"> ➤ Safeguarding Audit within community houses. ➤ Safeguarding Audit for District ➤ Annual Report 2018 ➤ Letter to NBSCCCI to confirm the above 		
2.	<p>The District 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 realized. 	Yes	<ul style="list-style-type: none"> ➤ Action Plan 2017 -2020 		
3.	<p>The District Leader invites the National Board to carry out an independent review of its safeguarding practice in relation to the applicable indicators of the seven safeguarding standards, in accordance with standard terms of reference at a frequency agreed with the National Board.</p>	When Applicable			



St. Patrick's Missionary Society Safeguarding Training Plan 2019



Safeguarding Training Plan 2019

Target Group	Training Required	Delivery By Local Personnel	Delivery By NBSCCCI	When	Location	Cost
All Members & Staff	Safeguarding Information Sessions	Yes	No	Dates to be arranged Spring 2019	St. Patrick's Kiltegan	
New Staff	Safeguarding Information Session	Yes	No	As part of induction when staff commence work	St. Patrick's Kiltegan	
Volunteers for Family Day	Safeguarding Information Session	Yes	No	May 2019	St. Patrick's Kiltegan	
Members returning from overseas	Safeguarding Information Session	Yes	No	As required	St. Patrick's Kiltegan	
Leadership Team	Care and Support for Church Personnel	No	Yes	27/04/19	NBSCCCI	
Safeguarding Committee Members		No	Yes		NBSCCCI	

Safeguarding Training Plan 2019

Target Group	Training Required	Delivery By Local Personnel	Delivery By NBSCCCI	When	Location	Cost
Safeguarding Officer	Care and support of Church personnel	No	Yes	15/05/19	NBSCCCI	
	International Missionary work and safeguarding	No	Yes	05/06/19	NBSCCCI	
Safeguarding Trainer	Annual updates for Trainers	No	Yes	23/03/19 or 27/04/19	NBSCCCI	
Support Personnel	Specific training for supporting complainants	No	Yes		NBSCCCI	
Priest Advisors	Specific training for advisors	No	Yes		NBSCCCI	
Designated Liaison Person	Meeting with An Garda & Tusla	No	Yes	13/02/18	NBSCCCI	
Authorised Signatory	Specific training on Vetting	No	No	Dates to be provided by National Vetting Bureau	Thurles	



COMMUNICATION PLAN 2019

DISTRICT OF IRELAND

ST. PATRICK'S MISSIONARY SOCIETY.



WHO	WHAT	HOW	WHO IS RESPONSIBLE?	WHEN	REVIEW
Members Staff & Volunteers	Safeguarding Policy & Procedures	Printed Copies	Electronic version on website. Hard copies may be printed this year. Safeguarding Officer ensures that personnel are aware how to source the policy documents.	Annually	Annually
		Website: www.spms.org	Website Manager with assistance from the Safeguarding Officer	Annually or when necessary	Annually
	How to Report a concern	Information Sessions	Safeguarding Trainer	As necessary	
		Safeguarding Policy	Safeguarding Officer.		
		Website: www.spms.org	Website Manager with assistance from the Safeguarding Officer	Annually	Annually
		Safeguarding Posters on display.	Safeguarding Officer	Weekly	Annually
	Name & Contact Details of DLP	Safeguarding Posters.	Safeguarding Officer	Weekly	Annually
		Website: www.spms.org	Website Manager	Annually	Annually
		Safeguarding Newsletter	Safeguarding Committee	Bi-Annually	Annually

WHO	WHAT	HOW	WHO IS RESPONSIBLE?	WHEN	REVIEW
<i>Members Staff & Volunteers</i>	Name & Contact Details of DLP	NBSCCCI website: www.safeguarding.ie	Safeguarding Officer informs the NBSCCCI of new or updated information re the DLP	As Necessary	Annually
		Internal Mailing to Members	District Leadership	Quarterly	Annually
<i>Leadership & Members</i>	Annual Report & Strategic Plan	Printed copy by mail to Nairobi. Website: www.spms.org Newsletter 2019	Safeguarding Officer. Safeguarding Committee	Annually	Annually
<i>External Groups using facilities</i>	Guidance on use of Property. Safeguarding Policy	Printed Copies	Hard copies printed in office. Safeguarding Officer ensures the documents are available for the groups.	As Necessary	Annually.