



St. Patrick's Missionary Society

District of Ireland

Annual Report Safeguarding 2021



St. Patrick's Missionary Society
Kiltegan, Co Wicklow



SAFEGUARDING COMMITTEE REPORT 2021 DISTRICT OF IRELAND ST. PATRICK'S MISSIONARY SOCIETY



➤ **Meetings**

The safeguarding committee met via zoom throughout the year, to comply with the ongoing public health advice. Meetings were held in March, May, October and December. A report was generated from each meeting and signed by Sandra Neville (Chairperson).

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

- **Annual Report:**

An annual report for 2020 was developed, signed off by the committee. The report was forwarded to Fr Tomas O'Connor (District Leader), Fr Victor Dunne (Society Leader), NBSCCCI Office did not require notification this year (Normally we would notify them by letter). The report is also accessible on the www.spms.org.

- **Safeguarding Strategic Plan 2021-2024:**

The Safeguarding Strategic Plan was reviewed and updated for the next three years, this work was done by the committee members and signed off at the May committee meeting. The strategic plan is accessible on the website; www.spms.org

- **Training and support:**

A report on training and support activities was delivered and discussed at each meeting. As a result of the Covid-19 crisis no training was delivered during the year to the members or staff. The District Leader, Deputy Leader, House Leader and Safeguarding Co-ordinator attended various trainings offered by the National Safeguarding Board. Annual training plan and report form part of the annual report.

- **Communication of the safeguarding message:**

In July 2021 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's policies within the state.

- **Garda Vetting:**

The Safeguarding committee has successfully overseen the Garda Vetting of the personnel within the Irish District including society members and staff during 2021

- **Auditing and review:**

Annual report 2021 was prepared following completion of progress reports by all community houses.

➤ **Ongoing and future work or tasks of the Safeguarding Committee during 2021:**

The Safeguarding Committee has identified several tasks to be undertaken during 2022 as follows:

- a) Revise the TOR for the Safeguarding Committee
- b) Provide Safeguarding Refresher Session for members and staff
- c) Compliance with GDPR in relation to safeguarding
- d) 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 2018.
- e) To update data base in relation to Garda Vetting, priest's agreement etc.
- f) Consider a review of the Safeguarding Children Policy & Procedures and also updating the Vulnerable Adults Guidance document
- g) Implementation of the Safeguarding Strategic Plan (2021-2024)

➤ **Membership:**

Sandra Neville (Chairperson, Safeguarding Officer), Laura Murphy (Social Care Manger), Fr Tomas O'Connor (District Leader), Fr Billy Fulton, Fr David Walsh (Director of Promotions), Fr Niall Martin, replaced by Fr Enda Kelly in December (House Leader).



Training Report Safeguarding 2021

St. Patrick's Missionary Society



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

TRAINING	DELIVERED BY	DATE	ATTENDANCE	
Safeguarding Update	NBSCCCI	19/01/21	Sandra Neville Via Zoom	
Training on Vademecum	NBSCCCI	30/03/21	Fr Tomas O'Connor, Fr Pat Murphy & Sandra Neville	
Garda Vetting Unit	NBSCCCI	30/09/21	Sandra Neville	
Child Safeguarding Statement	NBSCCCI	27/10/21	Fr Tomas O'Connor, Fr Enda Kelly & Sandra Neville	
Safeguarding Update	NBSCCCI	18/11/21	Sandra Neville	

2021; All proposed training events for the members/staff were suspended due to the Covid-19 pandemic, we were unable to deliver training in a Covid-19 safe way and in compliance with the government restrictions.



Safeguarding Annual Training Plan-2022

District Of Ireland St. Patrick's Missionary Society

District of Ireland Safeguarding - Annual Training Plan - 2022

Target Group	Training required	Delivery by District Registered Trainers	Delivery by NBSCCCI	When	Location	Cost
Members	Refresher training (every three years) or annual information update.	Yes	No	Dates to be arranged Spring 2022	St. Patrick's Kiltegan/Leeson Park	
Members returning from overseas to the District	Safeguarding refresher	Yes	No	As required	St. Patrick's Kiltegan	
Staff	Information Session every three years	Yes	No	Dates to be arranged Spring 2022	St. Patrick's Kiltegan	
New Staff	Information Session	Yes	No	As required	As part of induction when staff commence work	
Leadership Team			Yes			
	National Safeguarding Conference		Yes	TBA	TBA	
Safeguarding Committee	National Safeguarding Conference		Yes	TBA	TBA	
Safeguarding Officer			Yes			
	National Safeguarding Conference		Yes	TBA	TBA	
Safeguarding Trainer	Annual Update for Trainers		Yes	TBA	Maynooth	
Support Personnel						
Priests Advisers						
Designated Liaison Person						
Liaison Person for Vetting	As Required	No	No	Dates to be provided by National Vetting Bureau		



COMMUNICATION PLAN 2022

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

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<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 2022	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.