

**STANDARD 6**  
**COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE**  
**CORK AND ROSS DRAFT PLAN 2016-2019**

Who	What	How	Who is responsible?	When	Review
<b>Lay Faithful</b>	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	Annually
	DLP contact details and key safeguarding message on laminated posters	Local Bulletin  Parish Newsletter	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	Annually	
	Safeguarding Awareness Month	Email short communication to parish priests for parish newsletters and parish websites	1.DLP  2.Diocesan Safeguarding Committee Communication Rep	October annually	Annually

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<b>Local Safety Representative (LSR)</b>	Updates on the work of the committee and notice of upcoming events	Safeguarding Committee Newsletter	Diocesan Safeguarding Committee	Bi-annually	<i>see</i> Training and Support Standard
	Increase awareness and understanding of Safeguarding Policy and the 7 Standards	Safeguarding Conference as part of Safeguarding Month	DLP and trainers	Annually in October	
	Full day training for new LSR and parish priests		DLP and trainers	24 September and 22 October 2016	
	Printed copies of the Diocesan safeguarding policy, DLP contact details, and Standards	Diocesan office obtains hard copies and distributes to parishes. The LSRs check to ensure that policies and DLP contact details are on view in designated locations owned by the parish	Diocesan Office	August/September 2016	
	Distributed copies of the Diocesan safeguarding policy, DLP contact details, and Standards including a child friendly version with a cover letter from the Committee				
	Parish Audit	A copy will be sent to parish priests and LSR to complete and return to the Diocesan Safeguarding Committee	Distribution: by email from Diocesan Office	2017 and 2019	<i>see</i> Quality Assurance Standard
Workshop in deaneries for all working with children in diocese	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 and Diocesan Office, Diocesan Safeguarding Committee and trainers	2016/17	<i>see</i> Training and Support Standard	

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<b>Priests</b>	<p>Updates on the work of the committee and notice of upcoming events</p> <p>Increase awareness and understanding of Safeguarding Policy and the 7 Standards</p> <p>Full day training for new LSR and priests</p> <p>Printed copies of the Diocesan safeguarding policy, DLP contact details, and Standards</p> <p>Emailed copies of the Diocesan safeguarding policy, DLP contact details, and Standards including a child friendly version with a cover letter from the Committee</p> <p>Parish Audit</p> <p>Workshop in deaneries for all working with children in diocese</p> <p>Presentation to Priests at deanery meetings</p>	<p>Safeguarding Committee newsletter emailed to parish priests</p> <p>Safeguarding Conference as part of Safeguarding Month open to parish priests and LSRs</p> <p>Venue and dates to be arranged with DLP and trainer and communicated by email to LSRs and parish priests</p> <p>Diocesan office obtains hard copies and distributes to parish office.</p> <p>A copy will be sent to parish priests and LSR to complete and return to the Diocesan Safeguarding Committee</p> <p>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</p> <p>DLP will arrange with Deanery co-ordinators to attend a meeting of priests in each deanery at a mutually convenient date</p>	<p>Diocesan Safeguarding Committee</p> <p>DLP and trainers</p> <p>DLP and trainers</p> <p>Diocesan Office</p> <p>Distribution: Diocesan Office by email</p> <p>DLP and Diocesan Office, Diocesan Safeguarding Committee and trainers</p> <p>DLP</p>	<p>Bi-annually</p> <p>Annually in October</p> <p>24 September and 22 October 2016</p> <p>August/September 2016</p> <p>2017 and 2019</p> <p>2016/17</p> <p>2017 and annually thereafter</p>	<p><i>see Training and Support Standard</i></p> <p><i>see Quality Assurance Standard</i></p> <p><i>see Training and Support Standard</i></p> <p>Annual</p>

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<b>Parish Schools</b>	Diocese Safeguarding Policy and DLP contact details	Diocesan Website	Diocesan Website is updated to ensure:	Weekly and as part of annual audit	Annually
	Link on Website to safeguarding message/page		1.The name of DLP		
	DLP contact details and key safeguarding message on laminated posters	School Notice Board	2. Safeguarding Policy is up to date and available	Annually	
Workshop in deaneries for all working with children in diocese	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	The parish priest/LSR is responsible for ensuring the name of the DLP and contact details are distributed to local parish schools to display on the School notice board.	2016/17	<i>see</i> Training and Support Standard	

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<b>Chaplains working in hospital/ university/ prison</b>	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	Weekly and as part of annual audit	Annually
	DLP contact details and key safeguarding message on laminated posters	Institute Notice Board	The DLP is responsible for ensuring the name of the DLP and contact details are distributed to chaplaincies to display on the institutes notice board.	Annually	
	Workshop in deaneries for all working with children in diocese	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 and diocesan office, Diocesan Safeguarding Committee and trainers	2016/17	<i>see</i> Training and Support Standard

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<b>Other agencies including Statutory authorities: TUSLA, An Garda Síochána</b>  <b>Local survivors groups</b>  Pastoral development office	Diocese Safeguarding Policy and DLP contact details  Link on Website to safeguarding message/page  Referrals of allegations..	Diocesan Website      DLP will ....	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      As necessary	Annually      As necessary

Who	What	How	Who is responsible?	When	Review
<b>Bishop</b>  <b>NBSCCCI</b>	Annual Report	Written report presented to the Bishop	Diocesan Safeguarding Committee	Annually	Annually