



Child Safeguarding Office
Irish Province of Carmelites

Three-Year Child Safeguarding Plan

Irish Province of Carmelites

Date: June 2019 – December 2021

(reviewed and updated September 2020)

Standard 1: Creating & Maintaining Safe Environments

Objective 1: Review and revise Carmelite Child Safeguarding Policy & Procedures in line with National Standards

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Asst DLP	1. Review sample Policies/Procedures 2. Consider current needs of the Carmelite Community re. operationalising of Policy/Procedures 3. Revise Carmelite Policy/Procedures in light of the above	Completed	Completed Aug. 2020
	4. Submit for approval/sign off by Provincial & Provincial Council	Completed	Completed Aug. 2020
Safeguarding Committee Director of Safeguarding Asst DLP Provincial and Council Priors, brethren, staff and volunteers	1. Endorse and disseminate revised Policies and Procedures	Ongoing	December 2020

Objective 2: Develop policies in specific areas

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Asst DLP	1. Develop Social Media policy 2. Develop Complaints policy 3. Develop Promoting Positive Behaviours policy 4. Develop Safe care for children with special needs policy 5. Develop a Whistle Blowing policy as appropriate to all relevant aspects of Carmelite Procedures	Completed	
	6. Submit for approval/sign off by Provincial & Provincial Council	Completed	Completed Aug. 2020
Safeguarding Committee Director of Safeguarding Asst DLP	Endorse and disseminate revised Policies and Procedures	Ongoing	December 2020

Provincial and Council Priors, brethren, staff and volunteers			
Objective 3: Ensure safe recruitment procedures and practices are in place			
Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Asst DLP	1. Review current recruitment procedures (update check list)	Completed	Completed
	2. Submit for approval/sign off by Provincial & Council	Completed	June 2021 Completed
Safeguarding Committee Provincial and Council Priors and Bursars Director of Safeguarding Asst DLP	1. Ensure recruitment procedures and practices are implemented.	Immediate	Ongoing

Objective 4: Ensure proper vetting procedures are in place			
Responsibility	Action	Implementation Date	Review Date
Provincial and Council Priors and Superiors Safeguarding Committee Director of Safeguarding/ Asst DLP Diocesan vetting personnel	1. Agree vetting arrangements and/or ensure agreements are in accordance with all Dioceses where a Carmelite Priory is located.	Completed	Ongoing
Safeguarding Committee Provincial and Council Priors and Bursars Director of Safeguarding	2. Identify those requiring vetting (for e.g. all Carmelite clergy, staff, lay and volunteers engaged in pastoral/public/ ministry with children, young people & vulnerable adults)	Completed	Ongoing
Director of Safeguarding Asst DLP	3. Carry out ongoing vetting	Immediate	Ongoing

Objective 5: Ensure that safe arrangements are in place for visiting clergy or persons in any form of consecrated life

Responsibility	Action	Implementation Date	Review Date
Director of Safeguarding Asst DLP Provincial and Council	1. Ensure that arrangements, practices and policies are clearly understood and in place	Completed	Ongoing
Priors and Superiors	2. Ensure procedures and practices are implemented.	Immediate	Ongoing

Objective 6: Ensure the safe use of Church Property by external groups complies with effective child safeguarding practice

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Asst DLP	1. Review current guidance on safe use of Church Property (review form) 2. Submit for approval/sign off by Provincial & Council	Completed	Ongoing
Provincial and Council Priors and Superiors Director of Safeguarding	3. Ensure use and completion of revised form for external groups using Church property	Immediate	Ongoing

Updated Objectives September 2020 Standard 1: Creating & Maintaining Safe Environments

Safeguarding Committee Director of Safeguarding Asst DLP Provincial and Council Priors, brethren, staff and volunteers	1. Endorse and disseminate all revised Child Safeguarding Policies and Procedures <ul style="list-style-type: none"> i. Child safeguarding handbook dissemination ii. Training/Information sessions iii. Website update iv. Safeguarding newsletter v. Communication with Priors & community visits 	Ongoing	December 2020
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Safeguarding Committee Director of Safeguarding	2. Ensure all child safeguarding policies and procedures are implemented within the communities.	Immediate	September 2021
Safeguarding Committee Director of Safeguarding	3. Review child safeguarding statement and policies and procedures	September 2022	September 2022
Safeguarding personnel	4. To continue Garda vetting in accordance with the Garda vetting matrix	Ongoing	September 2021
Safeguarding Committee Director of Safeguarding	5. To ensure all safeguarding measures are in place for the Lourdes pilgrimage, including Garda vetting for students and adults volunteers and appropriate training for all those who partake in the pilgrimage.	Ongoing	October 2021
Safeguarding Committee Director of Safeguarding	6. To engage with the Carmelite Zimbabwean Communities to advise and support them in relation to safeguarding matters.	Ongoing	January 2021

Standard 5: Training & Support

Objective 7: Ensure that all Church Personnel receive appropriate training in Church Safeguarding

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Assistant DLP	<ol style="list-style-type: none"> 1. Develop training plan/strategy (to do training needs analysis) 2. Prepare induction packs/material 	Completed	Ongoing September 2021
Director of Safeguarding Assistant DLP Provincial and Council NBSCCCI Trainer/s	<ol style="list-style-type: none"> 3. Organise Induction/full day/information session/refresher courses for all Church personnel, lay and volunteers in active ministry as required in line with the training needs analysis. 	Immediate – to be prioritised for Q 4 2020	Ongoing

Standard 6: Communicating the Church's Safeguarding Message

Objective 8: Develop communication plan/strategy.

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Assistant DLP	<ol style="list-style-type: none"> 1. Plan for Safeguarding Sunday in consultation with Priors and communities. 2. Provide contact information for all safeguarding personnel- to be updated with new safeguarding personnel details and circulate safeguarding notices in different languages. 3. Review and or update safeguarding section of the Carmelite website 4. Review and update communication plan for 2020 	Ongoing	January 2021
Safeguarding Committee Director of Safeguarding Assistant DLP Provincial and Council Priors and Communities	<ol style="list-style-type: none"> 5. Implement Safeguarding Sundays and safeguarding communication plan 6. To consider involvement of lay personnel 		
Safeguarding Committee Director of Safeguarding	<ol style="list-style-type: none"> 7. Production and distribution of the biannual safeguarding newsletter 	December and June each year	September 2021

To implement the Child Safeguarding Plan, the following resources are necessary:

- Printing materials
- Booklets
- Admin. Support
- Child Safeguarding Notices
- Training
- Safeguarding newsletter

Signed _____  _____ Review date _____ March 2021 _____