



Child Safeguarding Office  
Irish Province of Carmelites

## **Three-Year Child Safeguarding Plan**

Irish Province of Carmelites

Date: January 2022 – December 2024

## Standard 1: Creating & Maintaining Safe Environments

### Objective 1: Ensure policies support effective safeguarding practice

Responsibility	Action	Implementation Date	Review Date
Director of Safeguarding Safeguarding Committee	1. Annual review of all policies	July 2022	July 2023
Director of Safeguarding Safeguarding Committee Provincial	2. Endorse and disseminate revised Policies and Procedures	August 2022	August 2023

### Objective 2: Ensure processes support effective safeguarding practice

Responsibility	Action	Implementation Date	Review Date
Provincial Director of Safeguarding Safeguarding Committee	1. Review & update guidance document	December 2022	December 2023
Director of Safeguarding Provincial	2. Update Mandated Persons list	Immediate	March 2023
Priors	3. Agreement to Code of Conduct	Immediate	December 2022
Priors Director of Safeguarding Safeguarding Committee	4. Complete Hazard Assessments for children's groups	Immediate	February 2023
Provincial Director of Safeguarding Safeguarding Committee	5. Update Child Safeguarding statement	May 2022	Every 2 years

<b>Objective 3: Ensure processes support effective safeguarding practice re Vulnerable Adults</b>			
<b>Responsibility</b>	<b>Action</b>	<b>Implementation Date</b>	<b>Review Date</b>
Provincial Director of Safeguarding Safeguarding Committee	1. Adhere to the Interim Safeguarding Vulnerable Adults policy	Immediate	Await NBSCCCI outcome
	2. Implement nationally agreed response to safeguarding vulnerable adults	Expected Dec 2022	To be decided at national level

<b>Objective 4: Ensure proper vetting procedures are in place</b>			
<b>Responsibility</b>	<b>Action</b>	<b>Implementation Date</b>	<b>Review Date</b>
Provincial Director of Safeguarding Priors	1. Agree vetting arrangements and/or ensure agreements are in accordance with all Dioceses where a Carmelite Priory is located.	December 2022	Annually
Safeguarding Committee Provincial and Council Priors Director of Safeguarding	2. Review & update the Garda Vetting matrix	March 2022	March 2023
Director of Safeguarding	3. Continue to have a Liaison Person with the National Vetting Bureau appointed in the Order	Already established	Ongoing

<b>Objective 5: Support the development of safeguarding practice in the Carmelite Zimbabwean Commissariate</b>			
<b>Responsibility</b>	<b>Action</b>	<b>Implementation Date</b>	<b>Review Date</b>
Safeguarding Committee Director of Safeguarding Provincial Commissary Provincial	1. Disseminate safeguarding information	Immediate	September 2022

Zimbabwean Safeguarding Council			
Safeguarding Committee Director of Safeguarding Provincial Commissary Provincial Zimbabwean Safeguarding Council	2. Application of safeguarding policies and procedures in the Commissariate	September 2022	September 2024
Safeguarding Committee Director of Safeguarding Provincial Commissary Provincial Zimbabwean Safeguarding Council	3. Safeguarding Audit	September 2023	September 2024

### Standard 5: Training & Support

#### Objective 6: Ensure that all Church Personnel receive appropriate training in Church Safeguarding

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding	1. Complete an annual training needs analysis 2. Prepare induction packs/material	February 2022	December 2022
Director of Safeguarding Provincial and Council NBSCCCI Trainer/s	3. Organise relevant safeguarding training for all Church personnel, lay and volunteers in active ministry as required.	February 2022	December 2022

## Standard 6: Communicating the Church's Safeguarding Message

### Objective 7: Develop communication plan/strategy

Responsibility	Action	Implementation Date	Review Date
Safeguarding Committee Director of Safeguarding Provincial Priors	1. Plan for Safeguarding Sunday in consultation with Priors and communities.		
Safeguarding Committee Director of Safeguarding Assistant Provincial	2. Update Safeguarding Notices	May 2022	May 2023
Safeguarding Committee Director of Safeguarding	3. Prepare and approve communication plan for each year	December 2022	December 2023
Safeguarding Committee Director of Safeguarding	4. Design child friendly posters	December 2022	June 2023
Safeguarding Committee Director of Safeguarding Provincial	5. Use the website to communicate with the Province	January 2022	December 2022

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

- Printing materials
- Booklets
- Child Safeguarding Notices
- Training
- Website

Signed



Date: 25<sup>th</sup> April, 2022

Review date: January, 2025