



COMMUNICATING THE CHURCH'S SAFEGUARDING CHILDREN MESSAGE

COMMUNICATION PLAN FOR THE DIOCESE OF ACHONRY 2025/2027

2025-2027

Introduction:

Communicating what child safeguarding policies, procedures and practice are in place is a core element of the Church's strategy to safeguard children. Policies and procedures are only effective if everyone, including children, understands their purpose and knows how to use them. To successfully implement the Church standards, effective communication systems must be in place.

Church personnel who are appropriately trained should be available to listen to and communicate with children, their parents/guardians and the lay faithful regarding the Church's safeguarding children message.

There must be a range of methods to communicate what the church is doing to create safe environments for children and methods to communicate how the church is responding appropriately to allegations of child abuse.

Communications Checklist:

In the Diocese of Achonry we have in place:

- A written communications plan, stating what we wish to communicate, to whom, by whom, and how often.
- Name's and contact details of the designated liaison persons (DLPs), which are displayed on all our **Pamphlets** and on our **Policy Statement Posters**, which can be found in every porch in every church in our dioceses .
- Information on our website about safeguarding children.
- We ensure that communications between the Church and parents/guardians/carers/children/ community leaders take account of language or communication difference. See the QR code (introduced in 2025) on the bottom right hand corner of our Policy Statement Posters.

- We ensure that parents/guardians, children and relevant others know about our child safeguarding and child protection policies and reporting procedures.
- We have a process for enabling people, including children, to make a complaint and ensure that this process is publicised so that everyone knows about it.
- We involve parents/guardians, as well as children, in developing codes of behaviour.
- We devise ways of obtaining feedback from parents/guardians/carers/children/the Church community to find out what you are doing well, and what is not working.

<i>WHO are our Target Groups.</i>	<i>WHAT</i>	<i>HOW Communication Plan is Promoted and Implemented</i>	<i>Who is responsible for the Method of Delivery</i>	<i>WHEN – Time Frame</i>	<i>REVIEW</i>
All Church Personnel: Clergy, Designated Liaison Persons (DLPs), Staff, Volunteers and Local (Parish) Safeguarding Representatives (LSRs)	National Safeguarding Policy and Standards.	Annual Training for Priests and Safeguarding Reps	Director of Safeguarding/Trainers	On-going	Annually
	Diocesan Child Safeguarding Statement.	Copy of Safeguarding Parish Handbook will be available to download from diocesan website, when updated in late 2026	Director of Safeguarding/Trainers	On-going	Annually
	Diocesan Safeguarding Parish Handbook.	Safeguarding Newsletter .	Director of Safeguarding/Safeguarding Committee	On Designated Safeguarding Sunday every year.	Annually
	Contact Details for DLPs, Safeguarding Office and Statutory	Correspondence through Web site. Posters. Pamphlets	Director of Safeguarding	On-going	Annually

	Authorities (Tusla and Gardaí).	distributed from the Safeguarding Office.			
	New developments and updates in Safeguarding.	Correspondence through the Parish Priest: newsletters/posters	Director of Safeguarding	On-going	Annually
	Annual Parish Audit form (LSRs).	Communication between Safeguarding Office , P.Ps, LSR and Committee Members	Bishop, Director of Safeguarding, DLPs, Committee members	Every 4 months	Annually
		Parish Review/Audit	Director of Safeguarding	Annually	Annually
		Parish Support Visits	Director of Safeguarding	Throughout the year	Annually

<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>
Lay Faithful and General Public.	National Safeguarding Policy and Standards.	Diocesan Website and NBSCCCI Website	Diocesan Safeguarding Offices / NBSCCCI	On-going	On-going
	Diocesan Child Safeguarding Statement.	Parish Information Sessions	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually
		Safeguarding Sunday	Bishop	Every Autumn	Annually

	Diocesan Safeguarding Parish Handbook	Director of Safeguarding and DLPs.	Director of Safeguarding	Available all the time	On-going
	Contact Details for DLPs, the Diocesan Safeguarding Office and the Statutory Authorities (Tusla and Gardaí). Diocesan Safeguarding Policy printed in different languages available on request.	Safeguarding Notices in all Church Porches	Director of Safeguarding/ Parish Priest / LSR	On-going	On-going
		Diocesan Website and Social Media	Safeguarding Office/ Diocesan Office	On-going	On-going
		Diocesan Safeguarding Newsletter	Director of Safeguarding	Annually	Annually

<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>
Children / Parents or Guardians / Carers	National Safeguarding Policy and Standards.	Information Sessions/ Trainings	Director of Safeguarding/ Trainers	Annually	Annually
		Parish Information Sessions	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually
		Leaflets for Altar Servers and their Parents/Guardians	Director of Safeguarding/ Parish Priest/ Volunteers	Annually	Annually

	Diocesan Child Safeguarding Statement.	distributed to all Parishes Updated 2025.				
	Diocesan Safeguarding Parish Handbook. Updated 2026.	Director of Safeguarding in Safeguarding Office	Director of Safeguarding	Available all the time	On-going	
		Safeguarding Notices in all Church Porches	Director of Safeguarding/ Parish Priest / LSR	Ongoing	On-going	
		Altar Servers induction Training	Parish Priest / Volunteers	Annually	Annually	
		NBSCCCI Website	NBSCCCI/Director of Safeguarding	Ongoing	On-going	
		Contact Details for DLPs, Safeguarding Office and the Statutory Authorities (Tusla and Gardaí).	Diocesan Website and Social Media	Safeguarding Office/ Diocesan Office	Annually	On-going
		Diocesan Safeguarding Newsletter	Director of Safeguarding Bishop	Annually	Annually	
Changes or updates in the National Requirements.						
<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>	
Priests	National Safeguarding Policy and Standards.	Full Day Initial Training	Director of Safeguarding / Trainers.	Every 3 years	Annually	
		Annual In-service Training	Director of Safeguarding / Trainers.	Annually	Annually	

Child Safeguarding Statement. Diocesan Safeguarding Parish Handbook . Contact Details for DLPs, Safeguarding Office and the Statutory Authorities (Tusla and Gardaí). Changes or updates in the National Requirements.	Parish Information Sessions	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually
	Induction for new Priests working in the Diocese.	Director of Safeguarding	On-going	Annually
	Induction for Priests from other countries for short or long term supply.	Director of Safeguarding	On-going	Annually
	Director of Safeguarding in Safeguarding Office	Director of Safeguarding	Available all the time	On-going
	Safeguarding Children Notices in all Porches	Director of Safeguarding/ Parish Priest/ LSR	Annually	On-going
	Diocesan Newsletter	Director of Safeguarding	Annually	Annually
	NBSCCCI Website	NBSCCCI/Director of Safeguarding/Trainers	When necessary	On-going
	Diocesan Website and Social Media	Safeguarding Office/ Diocesan Office	Annually	On-going
	Parish Audits and follow up Parish Support Visits	Director of Safeguarding	Once a year	Annually
	Correspondence by phone, emails and letters	Bishop/ Director of Safeguarding	On-going	Annually

		Garda Vetting of Clergy	Director of Safeguarding	Every 3 years	Annual review. Re- vet every 3 years
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<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>
External Organisations including Tusla, Gardaí, Towards Healing, Towards Peace, any other Outreach/Support groups	National Safeguarding Policy and Standards.	Inter-Agency meetings with Gardai and Tusla if agreed	Bishop / Director of Safeguarding	Once per year	Annually
	Diocesan Child Safeguarding Statement.	Director of Safeguarding in Safeguarding Office or other suitable venue	Director of Safeguarding	Available all the time	On-going
	Diocesan Safeguarding Parish Handbook.	NBSCCCI Website	Director of Safeguarding	When necessary	Annually
	Contact Details for DLPs and Diocesan Safeguarding Office.	Diocesan Website and Social Media	Diocesan Office / Safeguarding Office	On-going	Annually
	List of Mandated Persons	Correspondence by phone, emails and through letters	Bishop/ Director of Safeguarding	On-going	Annually
		Attending information meetings/Trainings	Director of Safeguarding	On-going	Annually

<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>
Bishop	Changes or updates in the National Requirements.	Meetings with Director of Safeguarding	Bishop/Director of Safeguarding	Monthly or more often if necessary	Annually
	Annual Report.	Meeting of the Safeguarding Committee	Director of Safeguarding	4 monthly	Annually
	Notifications regarding meetings and trainings	Review of practice / up-date of the Diocesan Strategic Plan, the Communications Plan and the Training Plan, where applicable.	Director of Safeguarding	Annually / When Necessary	Annually

<i>WHO</i>	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>
NBSCCCI	Annual Report	Attending Trainings organised by the NBSCCCI	Bishop/Director of Safeguarding/ DLPs/ Support Person/ Advisors	On-going	Annually
	Audit on Request	Correspondence by phone, emails and through letters	Bishop/ Director of Safeguarding	On-going	Annually

For information on Communicating the Churches Safeguarding Message or on the Communications Plan for the Diocese of Achonry, please contact:

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Phone 094 98 60034**

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