



DIOCESE OF ELPHIN

SAFEGUARDING COMMUNICATIONS PLAN

2025-2028

LAST REVIEWED AND UPDATED ON: 17/06/2026

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

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 message.

Communications Checklist:

The Diocese of Elphin:

- Have 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 (DLP) are displayed.
- Information on our website about safeguarding children.
- Ensure that communications between the Church and parents/guardians/carers/children/ community leaders take account of language or communication difference.
- Ensure that parents/guardians, children, and relevant others know about your child safeguarding and child protection policies and reporting procedures.
 - 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.
- Involve parents/guardians, as well as children, in developing codes of behaviour, e.g., about anti-bullying.
- 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.

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	<i>WHAT</i>	<i>HOW</i>	<i>RESPONSIBILITY</i>	<i>WHEN</i>	<i>REVIEW</i>	<i>2025</i>	<i>2026</i>	<i>2027</i>
All Church Personnel: Clergy, Staff, Volunteers and Parish Safeguarding Representatives (LSR'S)	NBSCCCI Policy and Standards. Child Safeguarding Statement.	Annual In-Service Training for Priests and Safeguarding Reps	Director of Safeguarding/Trainers	May 2025,2026 and 2027	Annually	✓	✓	
	Diocesan Safeguarding Parish Handbook.	Copy of Safeguarding Handbook given to all Clergy, staff, volunteers and LSR'S	Director of Safeguarding/Trainers	We are updating our Parish handbook to reflect the new NBSCCCI standards published in 2024. We hope to publish it in 2026 .	Annually	In progress	In progress	
	Contact Details for DLP's, Safeguarding Office and the Statutory Authorities (Tusla and Gardai).	Newsletter once a year	Director of Safeguarding	Winter 2025	Annually	✓		
	New developments /updates in Safeguarding.	Correspondence emails/letters	Director of Safeguarding	On-going	Annually	✓	✓	
	Annual Parish Audit form (LSR'S).	Correspondence through the Parish Priest	Director of Safeguarding	On-going	Annually	✓	✓	
		Parish Support Visits	Director of Safeguarding	Annually	Annually	✓	✓	
		Diocesan Website and NBSCCCI Website	Safeguarding Office NBSCCCI/ Trainers	On-going	On-going	✓	✓	

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Lay Faithful and the general Public.	NBSCCCI standards and guidance.	Parish Information Sessions	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually	✓	✓	
	Child Safeguarding Statements (TUSLA and NBSCCCI). Diocesan Safeguarding Parish Handbook available on request. Contact Details for DLP's, Safeguarding Office and the Statutory Authorities (Tusla and Gardai). Safeguarding Office can supply the Safeguarding policy in different languages on request.	NBSCCCI Website.	NBSCCCI/Director of Safeguarding	When necessary	On-going. Updated regularly by the NBSCCCI.	✓		
		Director of Safeguarding in Safeguarding Office.	Director of Safeguarding	Available all the time	On-going	✓		
		Safeguarding Notices in all Porches	Director of Safeguarding/Parish Priest and LSR's	Annually	On-going New notices issued in Jan 2025 with QR code for translation into different languages	✓	✓	
		Diocesan Website and social media	Safeguarding Office /Diocesan Office	On-going	On-going	✓	✓	
		Newsletters	Director of Safeguarding	Annually	On-going	✓		

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Children/ Parents or Guardians /Carers	NBSCCCI standards and guidance.	Information Sessions /Training.	Director of Safeguarding /Trainers.	Annually	Annually	✓	✓	
	Child Safeguarding Statement.	Parish Information Sessions	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually	✓	✓	
	Diocesan Safeguarding Parish Handbook.	Leaflets for Altar Servers and their Parents distributed to all Parishes.	Director of Safeguarding /Parish Priest /Volunteers	Annually	Annually	✓	✓	
	Contact Details for DLP's, Safeguarding Office and the Statutory Authorities (Tusla and Gardai).	Director of Safeguarding in Safeguarding Office	Director of Safeguarding	Available all the time	On-going	✓	✓	
	Changes or updates in the National Requirements.	Safeguarding Notices in all Porches	Director of Safeguarding/Parish Priest and LSR	Annually	On-going	UPDATED ✓	✓	
		Altar Servers induction Training.	Parish Priest /Volunteers, supported by the Director of Safeguarding	Annually	Annually	✓	✓	
		NBSCCCI Website	NBSCCCI/Director of Safeguarding	When necessary	On-going	✓		
		Diocesan Website and social media	Safeguarding Office /Diocesan Office	Annually	On-going	✓		
		Newsletters	Director of Safeguarding	Annually	Annually	✓		

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WHO	WHAT	HOW	RESPONSIBILITY	WHEN	REVIEW	2025	2026	2027
Priests	NBSCCCI standards and guidance.	Full Day Training.	Director of Safeguarding /Trainers.	Every 3 years /Induction for overseas priests	Annually	✓	✓	
	Diocesan Safeguarding Parish Handbook.	Annual In-Service Training for Priests and LSR's	Trainers/ Director of Safeguarding	Annually	On-going			
		Parish Information Session	Trainers/ Director of Safeguarding /Parish Priest	On Request	Annually	✓	✓	
	Contact Details for DLP's. Safeguarding Office and the Statutory Authorities (Tusla and Gardai).	Induction for Priests coming from other countries for short- or long-term supply.	Bishop/Director of Safeguarding	On-going	Annually	✓	✓	
	Child Safeguarding Statement.	Director of Safeguarding in Safeguarding Office	Director of Safeguarding	Available all the time	On-going	✓	✓	
	Changes or updates in the National Requirements.	Safeguarding Notices in all Porches	Director of Safeguarding /Parish Priest and LSR's	Annually	On-going	✓ Updated	✓	
		Induction for new Priests working in the Diocese.	Director of Safeguarding	On-going	Annually	✓	✓	
		NBSCCCI Website	NBSCCCI/Director of Safeguarding/Trainers	When necessary	On-going	✓	✓	

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		Diocesan Website and social media	Safeguarding Office /Diocesan Office	Annually	On-going	✓	✓	
		Parish Audits and follow up Parish Visits	Director of Safeguarding	Once a year	Annually	✓		
		Correspondence by e-mail and Letters	Bishop/ Director of Safeguarding	On-going	Annually	✓	✓	
		Newsletters	Director of Safeguarding	Annually	Annually	✓	?	

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External Organisations including TUSLA, Gardai, Towards Healing, any other Outreach groups	NBSCCCI standards and guidance.	Inter-Agency meetings with Tusla	Director of Safeguarding /Bishop	2 times a year	Annually	Not happening now		
	Diocesan Safeguarding Parish Handbook.	Director of Safeguarding in Safeguarding Office	Director of Safeguarding	Available all the time	On-going	✓		
	Contact Details for DLP's and Safeguarding Office.	NBSCCCI Website	NBSCCCI/Director of Safeguarding	When relevant	Annually	✓	✓	
	Child Safeguarding Statement.	Diocesan Website and social media	Safeguarding Office /Diocesan Office	On-going	On-going	✓	✓	
	Mandated Persons List	Correspondence by Phone, emails, and letters	Bishop/ Director of Safeguarding	On-going	Annually	✓	✓	
		Attending information meetings/Trainings	Director of Safeguarding	On-going	Annually	✓	✓	

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Bishop	Changes or updates in the National Requirements.	Meetings between the Bishop and the Director of Safeguarding on a bimonthly basis.	Bishop/ Director of Safeguarding	6 times a year or when necessary.	Annually	✓	✓	
	All relevant safeguarding developments both locally (Diocese) or nationally. Annual Report.	Meeting of the Safeguarding Committee four times a year or when necessary.	Director of Safeguarding	4 times a year. Committee members have 3-year term with a get out clause. See note below	Annually	✓	✓	
	Notifications re. meetings and trainings	Review of practice and update of Diocesan Strategic Plan, Communications Plan and Training Plan where applicable.	Director of Safeguarding	Annually/When Necessary.	Annually	✓	✓	

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NBSCCCI	Annual Report. NBSCCCI Audit	Attending Trainings organised by the NBSCCCI.	Bishop/ Director of Safeguarding/DLP/Support Person and Advisors	On-going	Annually	✓		
		Correspondence by Phone, emails and through Letters	Bishop/ Director of Safeguarding	On-going	On-going	✓		

For information on Communicating the Churches Safeguarding message or on the Communications Plan for 2025-2028, please contact:

Mary Nicholson,
 Director of Safeguarding,
 Diocese of Elphin,
 086-3750277.

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