

# Augustinian Province Ireland

## *Safeguarding Progress Report*

*(May 2021 – April 2022)*



*Promoting Safe & Sacred Spaces*

CHURCH /PARISH NAME: \_\_\_\_\_

## Introduction

Good quality records within your Church/Parish will greatly assist the completion of this Progress Report. As a Province committed to *Children First 2015* and *Safeguarding Children 2016*, we are expected to take stock annually. This review and planning process is a key element of each Local Safeguarding Group's efforts to ensure a pro-active approach to safeguarding children and those who work with them. Together we get to tell the 'good news' story of Augustinian Safeguarding.

The report contains several sections namely,

- S1. – Local Safeguarding Group: Membership & Meetings (Standard 1).
- S2. – Overview of Active Volunteers (18 yrs. +), (Standards 1 and 5).
- S3. – Overview of Ministry with Children/Young People & Volunteer Leaders (Standard 1).
- S4. – Communicating the Safeguarding Message (Standard 6).
- S5. - Reviewing recent Progress & Planning for the Future (Standard 7).

This progress report focuses on safeguarding activities during the year past and for the year ahead. When completing Section 2, please record all Safeguarding Training and new Garda Vetting that occurred during the past year and that needs to be undertaken in the coming year. Friars, staff or volunteers working directly and/or coming into regular contact with children (e.g. Sacristy; Home Visits) and LSG members must complete (a) Garda Vetting every three years, (b) one Full-day's Safeguarding Training and thereafter, (c) a Refresher Course every three years including any update sessions as they arise. All other church volunteers are encouraged to attend every three years (a) one Information Session and/or, as appropriate, (b) a Refresher/Update Session.

Section 3 relates to those in direct ministry with children and/or young people. Work undertaken by friars with children/young people through involvement with external organisations does not need to be included here (e.g. school or hospital chaplaincy).

As you take stock, important issues or omissions may come to light. Section 5 will allow you to describe: (1) *What safeguarding goals were set during the last year?* (2) *What goals were achieved or not achieved?* and (3) *What goals in the coming year will enhance safeguarding standards in your church community/parish?* It is likely that some goals will be repeated annually.

Please let us know if there are any specific supports you would like the Safeguarding Development Group to consider (See Section 6.).

Finally, for assistance in completing this report, please contact Tony Murphy 087 2211235 or [Safeguarding@augustinians.ie](mailto:Safeguarding@augustinians.ie)

**Thank you for & on behalf of the OSA Safeguarding Development Group.**

**Progress Report (V3. 150321).**

## LSG Terms of Reference

**Aim:** To ensure the ongoing development and monitoring of safeguarding standards (1, 5, 6 & 7) and practices within the local Church/Parish.

**Objectives:**

1. To assess local needs & draft an annual 'Plan of Action'.
2. To raise awareness & promote a Safeguarding culture.
3. To ensure training & relevant updates are provided.
4. To co-ordinate recruitment, review, and update vetting procedures & records.
5. To prepare & sign-off on the annual Progress Report.
6. To contact the DLP regarding concerns/disclosures and/or the Gardaí or TUSLA in the case of emergency.
7. To liaise with Diocesan structures, as appropriate.

(Note: Recommended Term of Office for individual membership is 3 – 5 years. Membership renewal should be planned for and managed gradually.)

## Safeguarding Children 2016

### Standards



**Section 1: Local Safeguarding Group: Membership & Meetings.**

Roles	Names	Date Membership Commenced	Garda Vetting (Most recent)	Training <sup>1</sup>	
				Full Day Completed (Yes/No)	Refresher / Update (Most recent)
1. Chair					
2. Secretary					
3. Member					
4. Member					
5. Member					
6. Member					

LSG Meetings			
	Dates	No. of Attendees	Minutes Recorded /Signed/Attached (Yes or No for each)
1.			/ /
2.			/ /
3.			/ /
4.			/ /

<sup>1</sup> LSG members are expected to complete (a) Garda Vetting every three years, (b) one Full-day's Safeguarding Training and thereafter, (c) a Refresher Course every three years including any update sessions as they arise.

## Section 2: Creating & Maintaining Safe Environments (Overview of Local Ministries).

\*Garda Vetting only needed in Dublin Archdiocese. \*\* Garda Vetting and Full-Day Training or Refresher Session needed if team members visit family homes.

Ministries	No. in Ministry	Code of Behaviour: No. Signed	New Recruits		Vetting		Awareness Raising / Training			
			No. Since May 2021	Appl. Form Completed? (Yes/No)	No. Completed & Up To-date	No. Needing Vetting	Type Needed (IS = 2 Hr. Info Session FDT/R. = Full-Day Training/Refresher)	No. Who Attended	No. Needing to Participate	
Adult Choir*								2 Hr. IS		
Altar Server Co-ordinator(s)								FD/R.		
Baptism Team**								2 Hr. IS ** FD/R.		
Bereavement Team**								2 Hr. IS ** FD/R.		
Children's Choir/ Family Mass Co-ordinator(s)								FD/R.		
Church Cleaners					N/A	N/A		2 Hr. IS		
Collectors					N/A	N/A		2 Hr. IS		
Communion/ Confirmation								FD/R.		
Flower Arranger(s)					N/A	N/A		2 Hr. IS		
Friars								FD/R.		
Funeral Team*								2 Hr. IS		
Gardener(s)					N/A	N/A		2 Hr. IS		
Lay Forum Core Group					N/A	N/A		2 Hr. IS		
Local Safeguarding Reps.								FD/R.		
Ministry of the Eucharist*								2 Hr. IS		
Ministry of the Word*								2 Hr. IS		
Church/Parish Secretary								FD/R.		
Church/Parish Sister(s)								FD/R.		
Church/Parish Shop					N/A	N/A		2 Hr. IS		
Sacristan(s)								FD/R.		
Usher(s)					N/A	N/A		2 Hr. IS		
Other(s) Please Specify										
<b>Totals</b>										

### Section 3.1: Overview of Ministry with Children/Young People & Ministry Leaders.

Children/Young Persons Ministry	Risk Assessment <sup>2</sup> Completed		Ministry Leaders			Participants u/18 yrs.				
	Yes/No/N/A <sup>3</sup>	Date Reviewed	No.	Garda Vetting: No. Completed & Up To-date?	No. With Full Day's Training Completed?	No. of Active Members	No. of new Members since May 2021	How many provided signed Consent Forms?	Code of Conduct in use? <sup>4</sup> (Yes/No)	Attendance Recorded & Up To-date? (Yes/No)
Altar Server(s)										
Children's Choir										
Folk Group										
Gospel Choir										
First Communion Preparation										
Confirmation Preparation										
Readers										
Scripture Group										
Prayer Group										
Youth Collectors										
Youth Stewards										
<b>Totals</b>										

<sup>2</sup> If any Incidents/Accidents involving Children/young people occurred since May 2021, please explain briefly in the 'Progress Update' (p.7) if any change of practice(s) resulted.

<sup>3</sup> N/A denotes not a current activity in Church/Parish.

<sup>4</sup> Please attach copies of each code of conduct in use.

**3.2: Visiting Clergy Protocol.**

Please confirm the follow:		Yes	No
1.	Is a Celebret Request Notice displayed in the Sacristy?		
2.	Are all visiting clergy asked to show a Celebret card?		
3.	Do all visiting clergy sign-in/sign-out in an Attendance Book in the sacristy?		

**3.3: External Groups Working with Children U/18 yrs. on Church Property.**

Where applicable, please confirm (Yes/No) that each external group using Church property provided annual written confirmation of being Safeguarding compliant as outlined below.

Group Title	No. of Leaders/ Members	Insurance Cover	Safeguarding Policy	Child Risk Assessment	Training Completed	Vetting Completed	Access to Designated Liaison Person
1.							
2.							
3.							
4.							

**Section 4. 1: Communicating the Child Protection Message.**

Please confirm where Child Protection notices/information were displayed. Parishes should display appropriate Diocesan information and contact details.

Location / Forum	Child Protection Notice	Child Safeguarding/LSG Contact Details <sup>5</sup>
Church Porch		
Church Hall/Centre		
Sacristy		
Community House		
Website (local)		
Facebook		
Others (please specify)		

**Section 4. 2: Communicating the Child Safeguarding Message.**

Please confirm where and how Safeguarding was promoted or updates provided<sup>6</sup>.

Church Community / Parish	Yes	No	N/A	Who has responsibility for this?
Church Committee/Council/Parish Team				
Lay Forum				
Community House Chapter				
Volunteer Gathering(s)				
Mass Bulletin/Newsletter				
Safeguarding Promotion W/End (Specify Date & Activity)				
Church Parish Website/ Social Media				
Other (Please specify)				

<sup>5</sup> Notice to include names of LSG members only, how to make contact (e.g. Priory phone number and Church email address) & an invitation for Worshipping Community to offer feedback, comments or suggestions about current Safeguarding practices.

<sup>6</sup> Note: Please include examples of bulletins/publications when submitting this report.

**Section 5: Progress Review & Plan for the Future.<sup>7</sup>**

<b>LOOKING BACK Since May 2021</b> <i>Please review the Action Plan you submitted in the May 2021 Progress Report. Since then, what planned tasks and activities occurred and what ones did not occur.</i>		<b>LOOKING FORWARD TO THE YEAR AHEAD</b> <i>To complete this section, please plan what actions need to be taken in the coming year, to maintain standards and comply with guidelines.</i>		
		<i>Proposed Actions</i>	<i>Lead Person(s)</i>	<i>Target Date</i>
<b>1. Safe Environments</b>				
<b>2. Communications</b>				
<b>3. Training</b>				

<sup>7</sup> See overleaf for **SAMPLE PROMPT QUESTIONS**.

Section 5: Progress Review & Plan for the Future (SAMPLE PROMPT QUESTIONS).

<b>LOOKING BACK Since May 2021</b> <i>Please review the Action Plan you submitted in the May 2021 Progress Report. Since then, what planned tasks and activities occurred and what ones did not occur.</i> <i>(Prompts are included in Red below to assist – delete to complete answers)</i>		<b>LOOKING FORWARD TO THE YEAR AHEAD</b> <i>To complete this section, please plan what actions need to be taken in the coming year, to maintain standards and comply with guidelines.</i> <i>(Prompts are included in Red below to assist – delete to complete answer)</i>		
		<b>Proposed Actions</b>	<b>Lead Person(s)</b>	<b>Target Date</b>
<b>1. Safe Environments</b>	<b>Consider what was achieved or not achieved in relation to the following:</b> Meeting schedule? Record keeping? Guidelines for child-centered activities implemented in the past year? What level of Garda Vetting is currently achieved?	What gaps or limitations have you identified that need to be addressed in the coming year to create a safer environment?  What activities will be undertaken to address these gaps?		
<b>2. Communications</b>	<b>The activities undertaken to communicate the safeguarding message are recorded in Section 4.</b> Were gaps in standards identified?	What activities will happen in the coming year to communicate child safeguarding within the parish/community?		
<b>3. Training</b>	What training sessions, if any, occurred in the last year? (i.e. dates, type of training and the number that attended.	What safeguarding training requirements do you have for the coming year? 2-hour info session Full day training Refresher training		

**Section 6: Local Feedback**

Thank you for all your time and commitment in completing this report. We hope that the questions posed helped you to identify what is working well and what areas need further work to ensure child safeguarding standards continued to be maintained and developed.

We would welcome your feedback and suggestions about improving Safeguarding awareness and practices.

- A. To what degree has the completion of this Report contributed to developing best Safeguarding practices in your local Community/Church/Parish?

Please circle a rating below, as appropriate.				
Poorly	Slightly	Moderately	Very Well	Most Significantly
1	2	3	4	5

- B. Did you identify any current and/or new practices that require attention and support? If so, please describe each below.

- C. Do you have any suggestions about how the annual review process could be improved? If so, please comment here.

**LSG Chair - Signature**

**LSG Secretary - Signature:**

**Prior/Parish Priest - Signature**

**Report Completion Date:**

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