



Diocese of Galway & Kilmacduagh & Apostolic Administration of Kilfenora

**Diocesan Safeguarding Communication Plan
2021–2024**

The Diocese of Galway, Kilmacduagh and Kilfenora is committed to best practice in safeguarding children and making its Safeguarding Children Policy & Procedures widely known and understood. The following is our communication plan 2021–2024.

Who	What	How	Who is responsible	When	Review
All Church Personnel. Staff. Volunteers.	Diocesan Safeguarding Policy and Procedures Handbook.	Training Sessions.	Diocesan Trainers/Committee.	Ongoing	Annually
		Parish Notice Board	Parish Priest/Parish Safeguarding Rep.	Ongoing	Annually
		Diocesan Website	Diocesan Office/Director of Safeguarding.	Ongoing	Ongoing.
	National Board Safeguarding Policy and Procedures.	Parish Reviews.	Safeguarding Committee/Director of Safeguarding.	Annually	Annually
		Diocesan Safeguarding Conference.	Safeguarding Committee	Annually	Annually
	Contact details of the DLP.	Parish Visits.	Director of Safeguarding	Ongoing	Annually
		Parish Newsletter.	Parish Priest	Ongoing	Annually
		National Boards Website.	Advised of updates by emails.	Ongoing	Ongoing
		Safeguarding Newsletter.	Safeguarding Committee	Quarterly	Quarterly
		Information Sessions.	Diocesan Trainers	Ongoing	Annually

Who	What	How	Who is responsible	When	Review
Children, Parents, Guardians, Carers.	Diocesan Safeguarding Policy and Procedures Handbook. Code of Conduct. Supervision Ratios. Trips away. Social Media DLP contact	Safeguarding leaflets.	Parish Priest/Parish Safeguarding Rep.	Ongoing	Annually
		Alter Server's Training	Parish Priest/Parish Safeguarding Rep.	As required.	Annually
		Parish Notice Board	Parish Priest/Parish Safeguarding Rep.	Ongoing	Annually
		Diocesan Website	Diocesan Office/Director of Safeguarding.	Ongoing	Annually
		Information Sessions	Diocesan Trainers	Ongoing	Annually
Priests	Diocesan Safeguarding Policy and Procedures Handbook.	Diocesan Seminars.	Bishop/Diocesan Secretary	Ongoing	Annually
		Training Sessions.	Diocesan Trainers Safeguarding Committee	Ongoing	Annually
	National Board Safeguarding Policy and Procedures.	Parish Visits	Director of Safeguarding	Ongoing	Annually
		Information leaflets.	Director of Safeguarding	Ongoing	Annually
	Contact details of the DLP.	Parish Handbook	Director of Safeguarding	As updated	Annually
		Diocesan Website	Diocesan Office/Diocesan Secretary	Ongoing	Quarterly
		National Board Website	Advised of updates Director of Safeguarding	Online	Quarterly
		Diocesan Newsletter	Diocesan Secretary/Director of Safeguarding	Quarterly	Annually
		Parish Audit	Safeguarding Committee	Annually	Annually