

Archdiocese of Armagh

Safeguarding Office Communications Plan 2025-2028

Who	What	How	Who is responsible	When	Review Date
Church personnel	Safeguarding Policy & Procedures	Email mail outs Website Via training NBSCCI Newsletter Meetings Clergy Conference	Archbishop/Director of Safeguarding/Diocesan Safeguarding Office/Safeguarding Training Co-ordinator/Safeguarding Committee	Ongoing	Annually
	Best Practice	Training (new Church personnel) Refresher training Clergy Conference (agenda proposal)	Safeguarding Training Co-ordinator Safeguarding Training Co-ordinator Archbishop/Director of Safeguarding	As and when required Every 3 years Every 6 months	Annually Annually Annually
	Dealing with allegations and accessing advice and support	Training Seek guidance from Safeguarding Office Safeguarding Poster/Website	Safeguarding Training Co-ordinator DLP/Director of Safeguarding Safeguarding Office/Parish Safeguarding Rep	As and when required	Annually

	Availability of training	Email	Safeguarding Office	Every 3 years	Annually
	Contact details for relevant safeguarding personnel	Website Posters Training Correspondence from Safeguarding Office	Safeguarding Office	Ongoing	Annually
Lay Faithful	Info on what is meant by Safeguarding	Child & Adult Safeguarding Statement Posters	Safeguarding Office	Ongoing	Annually
	Safeguarding Policy & Procedures	Diocesan/Parish Website/Social Media Parish Bulletin Posters Day of recollection	Safeguarding Office/Parish Priest Parish Priest/Secretary Safeguarding Office/Parish Priest Safeguarding Office/Parish Priest/Parish Safeguarding Rep	Ongoing Weekly Ongoing First Friday of Lent	Annually Annually Annually Annually
	Procedures for reporting allegations, suspicions and concerns	Posters Website	Safeguarding Office/Parish Safeguarding Reps	Ongoing	Annually
	Contact details of DLP	Website Posters Parish Bulletin	Safeguarding Office & Parish Office	Ongoing	Annually

Children, parents/ guardians	How to keep safe	Code of Behaviour Policy & Procedures Group Register/Sign-in	Parish Priest/Parish Leaders/Parish Safeguarding Rep	Ongoing	Annually
	What you do if you, or someone you know, is in danger of being harmed and sources of advice and support	Child friendly posters Parish Bulletin Diocesan Website (how to make a complaint)	Safeguarding Office/Parish Safeguarding Rep/Parish Group Leaders Parish Priest/Parish Safeguarding Rep Safeguarding Office	Ongoing	Annually
	Agencies involved with child safeguarding and how the referral process works	Diocesan Website (how to make a complaint) Training	Safeguarding Office Safeguarding Training Co-ordinator/Parish Group Leaders	Ongoing	Annually
Parish Staff & Volunteers (inc. Parish Safeguarding Reps)	Safeguarding Policy & Procedures	Email mail outs Website Via training NBSCCCI Newsletter Meetings	Archbishop/Director of Safeguarding/Diocesan Safeguarding Office/Safeguarding Training Co-ordinator/Safeguarding Committee	Ongoing	Annually
	Best Practice	Training	Safeguarding Training Co-ordinator	Every 3 years	Annually
	Dealing with allegations and accessing advice and support	Training Seek guidance from	Safeguarding Training Co-ordinator DLP/Director of	As and when required	Annually

		Safeguarding Office Safeguarding Poster/Website	Safeguarding Safeguarding Office/Parish Safeguarding Rep		
	Availability of training	Email	Safeguarding Office	Every 3 years	Annually
	Contact details for relevant safeguarding personnel	Website Posters Training Correspondence from Safeguarding Office	Safeguarding Office	Ongoing	Annually
External Organisations (PSNI, Gardai, HSCT, TUSLA, etc.)	Points of contact	Website	Safeguarding Office	Ongoing	Annually
		Meetings/participation with external organisations	Director of Safeguarding	Ongoing	Annually
Other relevant external agencies, general public and media	Reports/External Audits	Website	Safeguarding Office	As and when required	Annually
	Updated resources	Press release	Curia Office		

Signed Brónnín Ní Mhédoir

Review date 2/6/26