**Communications Policy of the Archdiocese of Tuam**

The Archdiocese of Tuam is committed to communicating effectively its child safeguarding policies, procedures and practices. Policies and procedures are only effective if everyone, including children, understands their purpose and knows how to use them.

Church personnel, and all who work with children in church settings, must be appropriately trained in best safeguarding practices. They must be able to listen effectively to children, their parents/guardians and the lay faithful and must communicate the Church’s safeguarding message to them.

The Archdiocese has put in place a range of methods to communicate how it creates a safe environment for children and for those who work with them in a church context. The following table shows the methods being used across the Archdiocese.

**Communications Plan**

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| --- | --- | --- | --- | --- | --- |
| **For Whom** | **What** | **How** | **Who is responsible** | **When** | **Review** |
| All in the Archdiocese | Child Safeguarding Policy | Printed copies | The parish priest and LSR ensure that copies of the Parish Handbook are available  LSR checks that Policy is on display in all churches and church buildings and published in Parish newsletters  LSR checks that contact details of DLPs, Tusla and Gardai are up to date and displayed in all Church buildings | Regularly  Regularly  Regularly | Parish Audit  Parish Audit  Parish Audit |
|  |  | Archdiocesan Website | Director of Safeguarding ensures that Policy, Procedures and Safeguarding Information are up to date on website | Regularly | Parish Audit |
|  |  | Pastoral Council | LSR is on **Parish Pastoral Council** or reports twice yearly to it | Twice yearly | Parish Audit |
|  |  | Parish Newsletter | The parish priest and LSR ensure that contact details are included in the newsletter 3 times during the year and that the role of the LSR is explained in the newsletter  **Day of Prayer for Victims and Survivors of Abuse** on 19 Feb is published in Newsletter | Three times a year  Annually | Parish Audit  Annually |
|  |  | Safeguarding Weekend | Director of Safeguarding, LSR and priest ensure that safeguarding information is disseminated at parish level during Safeguarding Weekend | Annually | Parish Audit |
|  |  | New Dawn | Articles on Child Safeguarding published in **New Dawn Magazine** | Annually | Annually |
|  |  | Safeguarding Newsletter | Safeguarding Committee intends to  produce a Safeguarding Newsletter | Annually | Annually |
|  |  | Information Leaflets | Director of Safeguarding | Annually | Annually |
|  |  | NBSCCCI | Church authority informs the NBSCCCI of new or updated information on Safeguarding in the Archdiocese | When required | When required |