



7.1D Template 1: Guide on Completing a Review of Allegations and Case Files for the Annual Report to the Church Authority (Indicators Contained in Table 1 and 2 of the Child Safeguarding Policy)



Introduction

This template is designed to formally update the Church authority on an annual basis (to cover January-December) as to the current status of cases. This is particularly important when a changeover of personnel or leadership occurs.

Active case files and associated documents for the year being reviewed contain the information needed to answer the questions below.

NEW ALLEGATIONS FOR THE YEAR BEING REVIEWED

Standard 2

Please complete the table below by entering the appropriate number of allegations received **this year** in each box (enter zero if no allegations have been received for a category)

Respondent Type	Number by Respondent	Number Reported to Garda/PSNI	Number Reported to Tusla/Social Services	Number Reported to NBSCCCI
Clerics				
Non Ordained Religious				
Lay Church Personnel				N/A
Non Church Personnel				N/A

Report on Liaison Meeting with Statutory Authorities

How many liaison meetings have taken place with the statutory authorities this year?

Complaints from complainants who are dissatisfied with how their allegation has been handled

How many complaints from complainants who are dissatisfied with how their allegation has been handled have been received this year?

- How many of these complaints have been resolved?
- How many of these complaints have been referred to the NBSCCCI for investigation?



ONGOING ACTIVE CASES

Standard 2

Total number of active cases (Including new allegations for this year) that have been received that relate to clerics/religious?

- How many of these allegations have been reported to the statutory authorities?
- How many of these allegations have been reported to the NBSCCRS?

Standard 3 (only applies where an allegation is against clerics/religious)

For each complainant:

- How many times has the support person(s) had contact with the complainant(s) over the year?
- What organisations have been used to provide support to the complainant(s) over the year?

Standard 4 (only applies where an allegation is against clerics/religious)

For clerics

Detail the answers to the questions below for each respondent:

- How many times has the advisor(s) met with the respondent(s) over the year?
- How many cases are there canonical procedures in process or complete?
- How many cases have resulted in a permanent management plan?
- Of the respondents who are subject to a permanent management plan, how many monitoring visits have been carried out over the year?

For religious (non-ordained)

Detail the answers to the questions below for each respondent:

- How many times has the advisor(s) met with the respondent(s) over the year?
- How many cases have resulted in dismissal?
- How many cases have resulted in a permanent management plan?
- Of the respondents who are subject to a permanent management plan, how many monitoring visits have been carried out over the year?