



# CHRISTIAN BROTHERS EUROPEAN PROVINCE

## GUIDE ON COMPLETING A REVIEW OF ALLEGATIONS AND CASE FILES FOR THE ANNUAL REPORT TO THE CHURCH AUTHORITY

This is the formal process for updating the Church Authority annually as to the current status of cases.

### **Relevant for the following Roles:**

- The Church Authority
- Designated Liaison Person

## STANDARD 7

### QUALITY ASSURING COMPLIANCE WITH THE STANDARDS GUIDANCE FOR INDICATOR 7.1

## 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 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.

### Standard 2

How many allegations have been received that do not relate to Church personnel?

How many allegations have been received against Church personnel?

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

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

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?

### Standard 3 (only applies where an allegation is against Church personnel)

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 Church personnel)

How many times has the advisor(s) met with the respondent(s) over the year?

## STANDARD 7

### QUALITY ASSURING COMPLIANCE WITH THE STANDARDS GUIDANCE FOR INDICATOR 7.1

#### **For clerics**

How many cases are still ongoing?

How many cases have resulted in laicisation?

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)**

How many cases are still ongoing?

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?