

EALING ABBEY
DOCUMENT REVIEW PROJECT

The overall objective of this exercise is to undertake a review of all files and documents in Ealing Abbey and those files and documents under the control of the Abbot of The English Benedictine Congregation and the Congregation for Institutes of Religious Life and Societies of Apostolic Life in Rome that relate to Ealing Abbey with the following terms of reference.

Terms of Reference

1. To examine all files and documents of any description within the jurisdiction of the Abbot of Ealing Abbey, the English Benedictine Congregation and the Congregation for Institutes of Religious Life and Societies of Apostolic Life in Rome since 1970 to the present date August 2010 pertaining to:
 - a. Postulants; novices; brothers and priests
 - b. Abbots, priests and religious who have held an appointment from the Abbot or resided in the Abbey
 - c. Lay people holding or who have held an appointment from the Abbot.

For the purpose of identifying any matter therein giving rise to a child protection concern about any person within the foregoing categories.

2. To report forthwith to the Abbott of Ealing Abbey any previously unidentified child protection or fitness for ministry question and to make recommendations thereon.
3. To maintain a list of each file or document which has been read and the date of such reading and to submit a report to the Abbott of Ealing Abbey with recommendations regarding the maintenance of files and file management generally in relation to child protection issues.

Methodology

All file sand documents considered relevant to the review will be accessed and recorded on a Microsoft Access Database that will be designed specifically for the Document Review Project. On completion of the scrutiny of the file or document a Document

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