



**CHILD SAFEGUARDING
AND
CHILD PROTECTION

POLICY
AND
PROCEDURES**

RATIFIED BY THE BOARD ON

27th September 2021

DUE TO BE REVIEWED ON, OR AS REQUIRED

September 2023



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1. INTRODUCTION

1.1 STATEMENT OF COMMITMENT

It is the policy of the Board of Saint Patrick's Cathedral, the National Cathedral of the Church of Ireland, to safeguard all children sharing in its ministry and to protect them from all forms of harm and abuse.

Everyone has a responsibility to promote the welfare of all children and to keep them safe. Saint Patrick's Cathedral is committed to implementing procedures and practices that safeguard and protect children from harm. It aims to protect the rights of children by providing a safe environment when they are engaged in worship, music tuition, education and community events and bell ringing.

As Saint Patrick's Cathedral holds significant historical and religious value in local, national, and international contexts, it is used and visited by many children for worship, educational, musical, and social purposes every day. Saint Patrick's Cathedral Child Safeguarding Policy is designed to protect and enhance ministry to the children with whom it engages.

Saint Patrick's Cathedral recognises that

- The welfare of the child is paramount
- All children regardless of age, disability, gender, race, religious belief, sexual orientation, or identity have the right to equal protection from all forms of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, their parents/guardians and other agencies is essential for promoting the welfare of children.

Saint Patrick's Cathedral seeks to safeguard children by

- Valuing them, listening to them, and respecting them.
- Adopting child protection practices through procedures and a code of behaviour for all workers including clergy, staff, volunteers and external contractors, hereafter referred to as workers.
- Implementing recruitment and selection procedures for all workers that include vetting and reference checks.
- Providing effective management for all workers through supervision, support, and training.



- Reporting concerns to statutory agencies and involving children and parents/guardians appropriately.
- Sharing information about child protection and good practice with children, parents/guardians, and all workers.
- Ensuring adherence to safety procedures.

Saint Patrick's Cathedral is committed to implementing procedures and practices that promote the welfare of children and protect them from harm.

SAFEGUARDING TRUST AND SAINT PATRICK'S CATHEDRAL

Saint Patrick's Cathedral's Child Safeguarding Policy sits alongside *Safeguarding Trust*, the Church of Ireland Child Safeguarding Policy. These policies combined provide a framework for all ministering and working in Saint Patrick's Cathedral on how to recognise, respond and report any concerns of any safeguarding nature regarding children.

See Glossary of Terms in Appendix One

1.2 SCOPE OF THIS POLICY

This policy document covers all clergy, staff, volunteers, and external contractors in Saint Patrick's Cathedral. It includes all of those in a paid and voluntary capacity who engage with children and young people in a leadership capacity, and the generic term of 'workers' will be used throughout this document to capture all relevant adults.

The procedures outlined in this policy document support Saint Patrick's Cathedral Child Safeguarding Statement and are in response to the risks identified in its Safeguarding Risk Assessments.

See Child Safeguarding Statement in Appendix Two

This policy will be communicated throughout Saint Patrick's Cathedral by the following means:

- Adoption and Ratification by the Safeguarding Panel and Board Members.
- Dissemination to all Saint Patrick's Cathedral Workers.
- Displayed on the Saint Patrick's Cathedral website www.stpatrickscathedral.ie
- Inclusion, where appropriate, on all social media platforms, newsletters, bulletins etc...
- Made available on request to parents, young people, the statutory authorities, and members of the public at the Front Desk in the Cathedral, D08 H6X3 or in the Deanery Offices, D08 AW65.



2. AREAS OF RESPONSIBILITY

2.1 ROLE AND RESPONSIBILITIES OF THE DEAN, THE BOARD, THE SAFEGUARDING PANEL

The **Dean and Board of Saint Patrick's Cathedral** must ensure that the structures and suitably trained people are in place to implement the Child Safeguarding Policy. This is done by the appointment of

- A Designated Liaison Person (DLP);
- A Deputy Designated Liaison Person (DDLp)
- A Safeguarding Trust Panel.

This Safeguarding Trust Panel is a sub-committee of the Board. Following *Safeguarding Trust* guidelines, the panel has a minimum membership of three people ensuring gender representation and it is chaired by the Dean.

The **Dean** as Chair of the Board must

- Affirm, annually in writing to the diocesan council, that safeguarding policies are being implemented.
- Adopt a Child Safeguarding Statement following the completion of the Risk Assessment and appoint the DLP as the relevant person in line with the Children First Act 2015.
- Place Child Safeguarding on Saint Patrick's Cathedral's Board agenda as a standing item.
- Receive and review reports from the Safeguarding Trust Panel and DLP at Board meetings.

The **Safeguarding Trust Panel** follows the terms of reference which may be found in Appendix four.

The Safeguarding Trust Panel:

- Monitors the implementation of the Child Safeguarding Policy and associated procedures in Saint Patrick's Cathedral. It provides support to the DLP and reports to Saint Patrick's Cathedral Board as a sub-committee of that Board.
- Assists, supports, and advises the DLP once a report of suspected abuse has been made to Tusla to examine and evaluate what actions, if any, are required by Saint Patrick's Cathedral to improve systems and practice to minimise the likelihood of any further abuse occurring.
- Acts in place of the DLP if a complaint is received by the Panel alleging misconduct of the DLP in his/her treatment of a child or young person.
- Ensures that Saint Patrick's Cathedral's response to disclosures or allegations of abuse is professional and non-judgmental.
- Monitors with due regard to the necessary observation of confidentiality, the number of internal reports and external reports completed by the DLP to identify changes or patterns in reported concerns.



2.2 ROLE AND RESPONSIBILITIES OF THE DLP

The DLP is the first person to whom a concern in respect of safeguarding and protection of children or young people should be addressed. In the absence of the DLP, the Deputy DLP will be available.

The DLP

- Advises the Dean and the Safeguarding Trust Panel on all matters relating to good safeguarding practice, including general, non-specific information on the nature of all complaints or allegations made and their on-going status.
- Works alongside HR Officer and Department Heads to ensure all workers comply with the Garda Vetting procedure and sign a declaration that they have read Saint Patrick's Cathedral Child Safeguarding Policy and agree to be bound by it. This declaration is held in the relevant personnel file with HR / Volunteer Contracts.
- Maintains and updates safeguarding files for all members of workers in Saint Patrick's Cathedral. Four items are kept securely on file.
 - Garda Vetting Disclosure
 - Copies of Identification documents
 - Copy of proof of address
- Keeps records of all Child Safeguarding reports and other relevant documents stored securely in line with General Data Protection Regulations (GDPR).
- Liaise with Health and Safety Officer in relation to any patterns emerging in accidents and incidents records and reports.
- Ensures that Safeguarding Training is arranged for all Saint Patrick's Cathedral workers and evaluates and reviews this training annually or as required.
- Monitors safeguarding policies and procedures to ensure that they remain up-to-date and are reviewed on schedule.
- Liaises with the Church of Ireland Child Protection Officer (CPO) in relation to any policy updates.
- Maintains her/his training and awareness of safeguarding issues and ensures that he/she is updated on relevant developments.
- Receives and evaluates all safeguarding concerns.
- Creates, maintains and files securely, a record on each safeguarding concern raised.
- Promptly reports to Tusla on behalf of Saint Patrick's Cathedral where a serious concern of suspected abuse is objectively deemed to have reached the threshold of reasonable concern or harm. Where necessary the DLP will contact An Garda Síochána, such as in instances when the Duty Social Worker cannot be contacted or in an emergency;
- Maintains on-going links with Tusla and An Garda Síochána;
- Reports concerns to the Church of Ireland Child Protection Officer. Saint Patrick's Cathedral is governed by the Constitution of the Church of Ireland. The Safeguarding Trust Board have a Church of Ireland-wide Child Safeguarding Policy which we are signatories. There is a reporting relationship which we have mapped in a third-party agreement. This has implications for the procedures relating to holders of the office of a bishop, and all members of the clergy (the term 'member of the clergy' shall, unless otherwise specifically provided, mean a deacon or priest of the Church of Ireland and the term 'bishop' shall include an archbishop).



2.3 DLP CONTACT DETAILS

Designated Liaison Person (DLP)
Kelley Bermingham, Community Officer

Phone: 01-4539472 Ext 210
Mobile: 086 10 30 931

Designated Liaison Person (Deputy DLP)
Laura Coyle, Front Desk Supervisor Phone: 01-4539472

2.4 MANDATED PERSONS WITHIN SAINT PATRICK'S CATHEDRAL

The Children First Act 2015 places a legal obligation on certain categories of people to report child protection concerns at or above a defined threshold to Tusla. These Mandated Persons must also assist Tusla, if requested, in their assessment of child protection concerns about children who have been the subject of a mandated report. The obligation to report child protection concerns to Tusla is triggered where a Mandated Person knows, believes, or has reasonable grounds to suspect, that a child has been harmed, is being harmed, or is at risk of being harmed, or where a child discloses to the Mandated Person his or her own belief that he or she has been harmed, is being harmed, or is at risk of being harmed.

Mandated Persons are those who have contact with children and/or families and who because of their qualifications, training and/or employment role are in a key position to help protect children from harm.

Mandated Persons in Saint Patrick's Cathedral are

- The Dean and Chapter;
- The DLP;
- The Deputy DLP;
- The Master of the Music;
- Organist and Assistant Master of the Music;
- The Education Officer;
- The Schools Officer
- The Community Officer;
- The Cathedral Manager;
- All Safeguarding Trust Panel Members.

See Appendix Six for Procedure for the Management of List of Mandated Persons

Saint Patrick's Cathedral is required to have a procedure to maintain an up-to-date list of their mandated persons. The list of mandated persons will be maintained by the DLP, who will be responsible for updating it in the event of any personnel change or changes to role/job description. It will also be reviewed in line with the review of this policy document and Child Safeguarding Statement every 24 months or sooner, in the event of any change to national policy or legislation.



2.5 ROLE AND RESPONSIBILITIES OF MANDATED PERSONS WITHIN ST. PATRICKS CATHEDRAL

All mandated persons in Saint Patrick's Cathedral have been informed in writing that they are mandated and have been briefed on their role and responsibilities under the Children First Act 2015. Any new worker that is mandated in their role will be briefed on commencement of their employment.

See section 4.4 for mandated person's responsibilities in reporting procedures.

3. RECOGNISING CHILD PROTECTION AND WELFARE CONCERNS

Given its sensitive nature it is understandable that some persons might be reluctant to acknowledge that child abuse can happen. Adults might also be worried that they are seeing something that may or may not be there, or that they are personally vulnerable if they make an incorrect judgement. For these and other reasons it is important that workers in Saint Patrick's Cathedral raise concerns with the DLP so that these can be evaluated objectively. Nevertheless, reporting serious concerns of child abuse is everybody's responsibility, not least because if a child is suffering or in danger, the earliest possible intervention is crucial.

All workers in Saint Patrick's Cathedral receive regular child protection awareness training which covers the categories, definition, and examples of child abuse, as per the definitions in Children First: National Guidance on the Protection and Welfare of Children 2017. See section 6.2.

Training Schedule: Spring 2020 (All permanent staff to receive training); Basic Awareness training plus refresher training with newly developed scenarios specific to departmental responsibilities. All current volunteers to attend training.

May / June 2020: Seasonal intake staff to receive training as per their induction schedule; Buddy system proposed to be in place for seasonal / temporary staff to have a permanent staff member as a point of contact on duty. Any new volunteers should avail of training as soon as they are appointed.

Spring 2020 (All permanent staff to receive training); Basic Awareness training plus refresher training with newly developed scenarios specific to departmental responsibilities

Child abuse can be categorized into four different types: neglect, emotional abuse, physical abuse, and sexual abuse. *See Appendix Three for more information on the Definitions and Features of Child Abuse.*

A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser might be someone known to the child, or a stranger; and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, it should be considered a child welfare and protection issue for both children and the reporting procedures should be followed for both the victim and the alleged abuser. See section 3.2 below for more information.



The crucial factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/guardian.

All workers in Saint Patrick's Cathedral must be alert to the possibility that a welfare or protection concern might arise in relation to the children with whom they come in contact. A child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these, the child may be vulnerable to continuing abuse.

3.1 CIRCUMSTANCES WHICH MAY MAKE CHILD MORE VULNERABLE

Some children may be more vulnerable to abuse than others. Also, there may be times or circumstances when a child may be more vulnerable to abuse in their lives. Children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm. All adults should consider these factors as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of the statutory agencies.

3.2 PEER ABUSE

In a situation where child abuse is alleged to have been carried out by another child, child protection procedures must be adhered to for both the victim(s) and the alleged abuser(s). The report will be treated as a child protection issue for all children involved. Any reasonable grounds or concerns relating to the abuse or harm of a child by another child will be addressed in line with the procedures as set out in this document at section 4.

If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare will take precedence.

Abusive behaviour which is perpetrated by children will be taken seriously and it is important that such cases are referred to statutory agencies, where appropriate. It is known that some adult abusers begin abusing during childhood and adolescence, that significant numbers will have suffered abuse themselves and that the abuse is likely to become progressively more serious. Early referral and intervention by Saint Patrick's Cathedral is therefore essential.

Children who are abusive towards other children may require comprehensive assessment and therapeutic intervention by skilled childcare professionals such as those in Tusla. Treatment is more likely to be effective if begun early in the child's life.

3.3 BULLYING

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it is verbal, psychological, or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs among children in social environments such as schools. It includes behaviours such as physical aggression, cyber-bullying, damage to property,



intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity, and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet, and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual, or transgender (LGBT) children and those perceived to be LGBT, and children of minority religious faiths.

There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Saint Patrick's Cathedral will not tolerate bullying of any kind, and all adults and young people are expected to follow the *Code of Behaviour in Appendix Five*. In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, Saint Patrick's Cathedral will make a referral to the statutory authorities.

3.4 REASONABLE GROUNDS FOR CONCERN

The DLP, on behalf of Saint Patrick's Cathedral will inform the appropriate statutory agencies when there are reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. We will not ignore what may be symptoms of abuse, as it could result in ongoing harm to the child.

When our workers are considering whether reasonable grounds have been met, it is not necessary to prove that abuse has occurred in order to report a concern. All that is required is that there are reasonable grounds for concern. It is the statutory agencies' role to assess concerns that are reported to them.

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused.

3.5 THRESHOLD OF HARM FOR MANDATED PERSONS

Schedule 2 of the Children First Act 2015 specifies who is a mandated person. Within Saint Patrick's Cathedral, see list of those mandated in section 2.4.



When a Mandated Person in Saint Patrick's Cathedral is considering whether they should make a mandated report of harm to a child, the Children First Act 2015 defines 'harm' in a relation to a child as

- Assault, ill-treatment, or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development, or welfare, or
- Sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions, or circumstances, or otherwise. Section 14(1) of the Children First Act 2015 states: *where a Mandated Person knows, believes, or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired, or becomes aware of during his or her employment or profession as such a mandated person, that a child—*
 - *Has been harmed,*
 - *Is being harmed, or*
 - *Is at risk of being harmed, he or she shall, as soon as practicable, report that knowledge, belief, or suspicion, as the case may be, to the statutory authorities.*

Section 14(2) of the Children First Act 2015 places obligations on mandated persons to report any disclosures made by a child:

"Where a child believes that he or she—

- (a) Has been harmed,
- (b) Is being harmed, or
- (c) Is at risk of being harmed,

and discloses this belief to a mandated person in the course of a mandated person's employment or profession as such a person, the mandated person shall, as soon as practicable, report that disclosure to [Tusla]."

See section 4.4 for information on reporting procedures for mandated persons.

4. RESPONDING TO AND REPORTING CHILD PROTECTION CONCERNS

Saint Patrick's Cathedral has the following procedures in place for responding to, and reporting, child protection and welfare concerns. These procedures cover circumstances where a child may disclose abuse and also circumstances where there are other reasonable grounds for concern.

4.1 DEALING WITH A DISCLOSURE

All adults should deal with any disclosure of abuse from a child or young person sensitively and carefully. The following approach is suggested as best practice for dealing with these disclosures:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Ask questions for clarification only.
- Do not ask leading questions
- Check back with the child that what you have heard is correct and understood



- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of the National Guidance and legislation.

(Extract from Children First National Guidance 2017)

The above guidance will be highlighted in safeguarding training for Workers in Saint Patrick's Cathedral.

4.2 REPORTING CHILD PROTECTION CONCERNS

The Board of Saint Patrick's Cathedral will do all it can to ensure the protection of children from all forms of abuse. This policy is in place to enable all workers in Saint Patrick's Cathedral to safeguard the welfare of children with whom they work and to report any concerns they may have for the protection and/or welfare of a child.

Saint Patrick's Cathedral will take all reasonable steps to

- Exclude known abusers from contact with children who have been identified through the Garda Vetting process.
- Report to the statutory authorities any suspicious person or known offender attempting to make contact with children;
- Report to the appropriate Tusla duty social worker and/or An Garda Síochána when there is an allegation, disclosure or concern of abuse arising from Cathedral activities.

The Dean, Board of Saint Patrick's Cathedral will take reasonable care to ensure that ministry with children is managed and supervised in accordance with the principles set out in this policy and in *The Child Safeguarding Trust Policy*.

The DLP must always be informed if a worker in Saint Patrick's Cathedral has grounds for a child protection or welfare concern. The DLP will decide who should contact parents/guardians, where appropriate; to check any issues when considering whether a concern exists, unless doing so may further endanger the child, the investigation, or person considering making a report.

Where the DLP, or Deputy DLP has received a concern that meets one of these reasonable grounds for concern, they will follow the reporting procedures set out below to ensure that it is reported to Tusla or An Garda Síochána.

Reaching the threshold of reasonable grounds for a child protection or welfare concern will trigger the reporting procedures for the DLP. It is the DLP's responsibility objectively to assess all concerns and written reports received.

The DLP does not have, and must not assume an investigatory role or adjudicate on the credibility of the allegation or suspicion, that role is fulfilled by Tusla and An Garda Síochána.



MAKING A REPORT

If, in the objective view of the DLP, a concern or report meets the threshold of reasonable grounds for concern he/she is acting on behalf of Saint Patrick's Cathedral will

- Contact Tusla's the Duty Social Worker, in the area in which the child resides, to inform them that a child protection or welfare concern exists, and the action taken to date, or to seek advice on whether a report is required. or;
- If a Duty Social Worker is not available and the DLP feels that the child is at immediate risk, they will contact An Garda Síochána without delay;
- If a report is deemed necessary, a report is made using the Tusla online portal or the DLP completes Tusla's standard reporting form, and sends it to Duty Social Work Department, in the area in which the child resides;
- Consider when, or if, they should discuss the concern or the decision to submit a formal report to Tusla and/or An Garda Síochána with the child's parents/guardians. It is not necessary to inform parents/guardians if doing so would place the child, the investigation or the person reporting at risk of harm from the family;
- The DLP informs: the Administrator; the Dean, and the Safeguarding Trust Panel; of the decision to report a case to the authorities, and keep them updated, in non-specific terms, considering confidentiality, on all developments arising from the process;
- DLP will inform the worker who initiated the reporting process, while maintaining appropriate confidentiality that the issue raised is being dealt with;
- DLP will keep a file on all aspects of the process updated as the DLP is made aware of them. All files will be kept securely by the DLP;
- DLP provides access to reports arising from a safeguarding issue on a strictly need-to-know basis in the best interest of the child. Secrecy or confidentiality can never be promised in relation to an assessment of abuse or neglect: information will be shared only with those who have a legitimate need to be aware of it;
- All Cathedral Officers will follow the advice of the Duty Social Worker and DLP will maintain a record of all communications actions and decision making throughout the process.

4.3 NON-REPORTING OF CONCERNS

If, in the objective view of the DLP, or based on advice received from the statutory authorities, a concern or report does not meet the threshold of reasonable grounds for concern and decides not to make a formal report to Tusla or An Garda Síochána; they are acting on behalf of Saint Patrick's Cathedral will;

- Record the reasons for not making the report and any actions taken as a result of the concern;
- Provide the worker who raised the concern with a clear written explanation of the reasons why the concern is not being reported to Tusla;
- Advise the worker that if they remain concerned about the situation, they are entitled to contact Tusla or An Garda Síochána;
- Reassure the worker that if they choose to pursue the matter, they are covered by the Protection for Persons Reporting Child Abuse Act 1998.



4.4 MANDATED PERSONS REPORTING PROCEDURE

Mandated Persons in Saint Patrick's Cathedral should inform the DLP if making a report of harm. DLP's cannot make a mandated report on behalf of a mandated person; the DLP and Mandated Person must make the report jointly. If the mandated person and/or the DLP are in doubt about whether the concern reaches the legal definition of harm for making a mandated report, guidance from the statutory agencies should be sought.

Where a mandated person has a concern that they believe does not reach the threshold for a mandated report, they should consider whether the concern meets reasonable grounds for concern. If the mandated person thinks the concern does meet reasonable grounds for concern, they should report the concern to the DLP, in line with current policies and legislation and Saint Patrick's Cathedral reporting procedures – see section 4.2.

4.5 RETROSPECTIVE REPORTING

If an adult discloses to an adult within Saint Patrick's Cathedral that they suffered abuse as a child, where there is a possible continuing or future risk to children from the alleged abuser, this should be reported to the statutory authorities.

4.6 RESPONDING TO ALLEGATIONS AGAINST SAINT PATRICK'S CATHEDRAL PERSONNEL

The safety of the child is the priority of Saint Patrick's Cathedral, and all necessary measures will be taken to ensure the safety of children. The measures taken will be proportionate to the level of risk. We will ensure that no other children/young people are at risk during this period and will inform others as appropriate.

In the event of an allegation of abuse being made against an employee or volunteer within Saint Patrick's Cathedral, the DLP and Administrator shall:

- Provide clarity to the person concerned using HR and Statutory reporting structures.
- Inform the person concerned of the allegation;
- Take a statement in response to the allegation;
- Implement protective actions (to be defined)
- ensure that all aspects of the procedure for managing a disclosure or allegation of abuse have been followed
- obtain, if appropriate, in consultation with the Child and Family Agency (TUSLA), any witness statements
- arrange a meeting to notify the employee against whom the allegation has been made that the matter has been referred to Child and Family Agency (TUSLA) for investigation, advising the employee of his/her right to be accompanied by a colleague or friend to this meeting (subject only to the requirement that the colleague be not named as a potential witness in any investigation into the allegation which might ensue)
- ensure that the employee is provided with details of the allegation in keeping with the principles of natural justice



- ensure that the employee is offered any emotional support which is deemed appropriate (Employment Assistance Programme (EAP) details will be provided)
- ensure that the employee is clear that only the Administrator can be approached for any information regarding the progress of the investigation, and not the employee's line manager, colleague or friend
- carry out an immediate risk assessment to determine what protective measures are necessary to ensure that the child or young person is not exposed to unnecessary risk, considering each of the following protective measures:
 - a) placing the employee on leave with pay pending the outcome of the investigation, or,
 - b) reassigning the employee to other duties, or,
 - c) providing a chaperone to the worker, or,
 - d) providing appropriate levels of supervision for the employee

Measure (a) being understood as carrying no implication of prejudicing or otherwise pre-empting the investigation's outcome; measures (b), (c) and (d) being conditional on what is reasonably practicable in the circumstances for the organisation, and,

- implement the agreed appropriate protective measure
- inform the relevant Head of Department of the of the proposed protective measure, giving no specific details of the allegation that are not consistent with fair procedures and necessary for the effective fair implementation of the protective measure
- remind workers of their duty of confidentiality
- review the implemented measures as circumstances progress and in as timely a fashion as possible
- ensure that the child or young person and the parents/guardians are supported throughout the process providing any specialist support as necessary
- ensure that the worker is supported throughout the process, providing any specialist support as necessary and with regular updates on progress at least weekly
- liaise with the Child and Family Agency (TUSLA) and other appropriate authorities
- provide feedback on the investigation to the child or young person and his/her parents/guardians as appropriate
- provide feedback on the investigation to workers as appropriate

4.6.1 WHISTLEBLOWING

Workers within Saint Patrick's Cathedral must report to the DLP any safeguarding or child welfare and protection concerns they may have about the behaviour of another adult within Saint Patrick's Cathedral. These concerns may relate to breaches of the Code of Behaviour or suspected or witnessed abuse. These concerns will be acted upon appropriately by the DLP. In situations where the DLP decides not to make a report to the Statutory Authorities the person making the disclosure will be informed in writing by the DLP of this and be advised they may make a report to the statutory agencies themselves.



4.6.2 ALLEGATIONS AGAINST YOUNG PEOPLE

Where an allegation is made, or a concern is raised, in relation to a young person involved in Saint Patrick's Cathedral (under the age of 18 years), the child protection procedures should be adhered to for both the victim and the alleged abuser, that is, it should be considered a safeguarding issue for both children. The concern should be reported to the DLP, who may report it to the statutory agencies in line with this policy. In addition, Saint Patrick's Cathedral may take steps to ensure the welfare of all children in line with its policies.

4.6.3 ERRONEOUS ALLEGATIONS

Workers in Saint Patrick's Cathedral may feel vulnerable to accusations of abuse. This may arise from situations of misunderstanding, malicious reporting or a genuine mistake. Saint Patrick's Cathedral will ensure that all allegations are dealt with sensitively and that fair procedure will apply. Throughout the process of responding to an allegation, we will ensure that appropriate levels of confidentiality are maintained. See section 5.1 below for more information on confidentiality.

4.6.4 ANONYMOUS REPORTS

If the DLP receives an anonymous report regarding a concern about a child within Saint Patrick's Cathedral, they will follow the reporting procedure outlined above. However, it will likely be much more difficult to establish reasonable grounds for concern without having information directly from the reporter who has raised the concern, and this may impede any subsequent investigation.

5. MANAGING INFORMATION

Saint Patrick's Cathedral are committed to ensuring that when dealing with child welfare and protection issues that the following procedures are followed in relation to managing sensitive information.

5.1 CONFIDENTIALITY

When child protection and welfare concerns arise, information will only be shared on a need-to-know basis, and in the best interest of the child. It is important that children within Saint Patrick's Cathedral activities are made aware that if they disclose abuse, they understand that it cannot be kept secret but will only be shared with people who are in a position to help them. Parents and children have a right to know if personal information is being shared, unless doing so puts the child at further risk.

5.2 RECORDING AND SHARING OF INFORMATION

Saint Patrick's Cathedral will ensure that:

- Records will be factual and include details of contacts, consultations and any actions taken.
- Records will be shared with the statutory authorities where a child protection or welfare issue arises.
- Records on child protection concerns, allegations and disclosures will be kept securely and safely within the organisation. This will be coordinated and managed by the DLP.



- Records will only be used for the purpose for which they are intended.
- Records will only be shared on a need-to-know basis in the best interests of the child/young person.
- Records will be held confidentially under the custody of the DLP and Deputy.
- Timetable for the destruction of records is followed in line with requirements

6. SAFEGUARDING MEASURES FOR WORKERS WHO ENGAGE WITH CHILDREN AND YOUNG PEOPLE

6.1 SAFE RECRUITMENT AND SELECTION OF WORKERS

Saint Patrick's Cathedral will make every effort to ensure that its workers are fit to work with children, young people, and vulnerable adults. The recruitment process is the first point of contact between Saint Patrick's Cathedral and potential workers. To ensure the best possible candidate is selected each application should be given consideration by the HR Officer and Recruitment Panel including the Volunteer Co-ordinator as appropriate. Each member of the Recruitment Panel should be given time to read and reflect on each application received. To do this effectively, the following guidelines for the recruitment and engagement process should be followed:

1. Advertising stage: Potential workers should be made aware of their expected duties and responsibilities through the recruitment advertisement and the application form, including whether their role is defined as a mandated person under the Children First Act 2015.

Posts will be advertised via our website and associated media platforms with full details of the role outlined in a job description. The job description will include stipulations around policies applicable to the role including safeguarding. A specific competency-based question will be asked at interview stage. Job description will include a link to the safeguarding policies on our website encouraging all candidates to read in advance of applying alongside the following statement: *'As part of the core competencies the Cathedral expects every candidate to demonstrate that they understand their responsibilities with regard to safeguarding'*

2. Interviews should be carried out at an appropriate location. During the interview, the Recruitment Panel including the Volunteer Co-ordinator as appropriate, should ensure that the applicant understands the role and responsibilities for which they are applying

3. All applicants must provide two referees who will be contacted by telephone and notation of time, date, and pertinent information to be stored securely on file for that individual.

4. The Recruitment Panel should ask each candidate the same set of pre-agreed questions.

5. Every effort should be made to ensure that the applicant is put at ease. Questions that show an interest in the individual, such as their hobbies/interests, should be asked and the candidate should be given the opportunity to have any queries answered.

7. Applicants should be notified as to the decision-making process, and an indication as to when they will receive a decision. An offer will be made subject to successful Garda Vetting.



8. As part of the vetting process,

- workers must provide photo identification such as passport or driver's licence. If photo identification is not available original birth certificate is acceptable.
- Applicants should also provide proof of address such as utility bill or bank statement.
- All workers will be required to disclose any criminal convictions or prosecutions pending in their Garda Vetting application (NVB1 / NVB3).

Saint Patrick's Cathedral will assess each individual's returned disclosure from the National Vetting Bureau and make a decision on suitability. When there is a conviction or prosecution returned, a decision will be made by the DLP, Administrator and Human Resources Officer.

Persons with convictions or cases pending of a sexual nature shall not hold a representational role remunerated or otherwise, in Saint Patrick's Cathedral.

10. If the applicant is successful workers will receive a contract relevant to their role (see Saint Patrick's Cathedral Volunteer Policy)

11. Any information collected by the Recruitment Panel during the recruitment and selection process, including notes taken during the interview Interviewees will have their files destroyed after 3months if they are not appointed. Successful candidates' files will be maintained until 24months after exit. Applicants may be provided with feedback about their application upon request within reason.

12. Some workers may be under the age of 18. These workers will never be left in sole charge of children or young people. These workers should still be made aware of Saint Patrick's Cathedral's Policy and Procedures and sign a code of conduct form. (Including the Board of Governance Code of Conduct)

13. Workers over the age of 18 will be asked to comply with the Garda vetting procedure. Those under 18 will have Garda Vetting with parental consent (NVB3 Application).

14. Workers from overseas, or those who have lived abroad for longer than six months, should provide a Police Certificate from their home country or the relevant country of residence (as applicable). *See Appendix Seven for Garda Vetting Policy*

15. All workers will be required to undertake training for the safeguarding of children and adults at risk, see 6.2 training strategy below.

16. All workers must sign a Code of Behaviour form.

17. All workers should have access to this Policy and the Safeguarding Trust Policy.

18. All new appointments will be conditional upon a set probationary/trial period (usually 6 months). During, and at the end of this time-period the workers' Head of Department or Supervisor should meet with them in order to discuss any questions or concerns the worker



might have. The supervisor should assess the worker's progress regularly and determine if more training should be provided, at least on an annual basis.

19. Each worker shall receive an individual appraisal upon request. The timeline for fulfilling this request will depend upon the Head of Department who may have excessive demands depending on the time of year. Ideally, this request should be fulfilled within a month of the request. This gives the worker an opportunity to discuss their role within Saint Patrick's Cathedral. Supervisors should establish what future training should be provided so that the person might grow their skill and knowledge base. Once a year in advance of the end-of-season meeting, there is an opportunity to submit feedback from the workers. These will be responded to in the general agenda of the meeting unless the Administrator deems a 1:1 is required.

20. Workers have the right to file a grievance or complaint. To do so, the person may speak to their supervisor in the first instance. If the issue cannot be resolved informally the person should file an official complaint/grievance in writing to their supervisor. Procedures in relation to this are set out in the Workers Handbook.

6.2 TRAINING STRATEGY

Saint Patrick's Cathedral have taken a whole organisational approach to training in the organisation. Saint Patrick's Cathedral is committed to ensuring that all of those engaged with children and young people on behalf of Saint Patrick's Cathedral will receive safeguarding and child protection training which is appropriate and tailored to their role. This involves the training and awareness raising at all levels within the organisation.

The DLP and Deputy DLP will attend training specific to their role, and workers who engage with children and young people will complete Tusla's e-learning module in advance of commencing their role. The certificate must be forwarded to the HR Officer by email to humanresources@stpatrikscathedral.ie. All workers in Saint Patrick's Cathedral will receive in-house training with a recognised provider, which has been tailored to their context on child protection awareness which covers the categories, definition and examples of child abuse, as per the definitions in Children First: National Guidance on the Protection and Welfare of Children 2017.

TRAINING SCHEDULE

Autumn 2021 Review of all training undertaken and plan the 2022 schedule. Review workplace scenarios and update as required in partnership with Training Provider

Spring 2022 (All permanent staff to receive training); Basic Awareness training plus refresher training as required with newly developed scenarios specific to departmental responsibilities

May / June 2022: Seasonal intake staff to receive training as per their induction schedule; Buddy system proposed to be in place for seasonal / temporary staff to have a permanent staff member as a point of contact on duty.



7. CODE OF CONDUCT FOR PERSONNEL WHILE ENGAGING WITH CHILDREN

All adults/workers within Saint Patrick's Cathedral must abide by the Code of Conduct in their contract which outlines what is expected of them when engaging with children and young people. This Code is given to all adults on entry into their role and is discussed again during training. Any adult who breaches this Code of Conduct may be subject to sanctions in line with the organisations policies, associated policies and procedures and legislation.

CODE OF CONDUCT FOR ADULTS WITHIN SAINT PATRICK'S CATHEDRAL

Saint Patrick's Cathedral has committed to safeguarding the wellbeing of the children, young people and adults at risk with whom it works. In Saint Patrick's Cathedral all workers are expected to adhere to the Safeguarding Trust and to these Policies and Procedures for Safeguarding the Welfare of Children. The Code of Conduct demonstrates that workers understand the responsibility they must protect the wellbeing of children and young people in so far as is possible through their work for and on behalf of Saint Patrick's Cathedral.

Please see *Appendix Five for Saint Patrick's Cathedral Code of Conduct for Adults*

8. IMPLEMENTATION, MONITORING AND REVIEW

Overview of arrangements to ensure implementation, monitoring and review

- The procedures contained in this document will be reviewed regularly by the DLP, DDLP, and the Safeguarding Trust Panel, and implementation will be monitored on an on- going basis.
- The Safeguarding Trust Panel will report to the Board through the designated Board representative on the Panel and Chair, any issues that are considered to be significant in respect of Child Safeguarding. Such reports will be cognisant of confidentiality and will be anonymised, unless exceptional circumstances exist.
- Ongoing communication and information relating to child welfare and safeguarding will be circulated by the DLP, through regular training / briefings.
- A monthly report will be submitted to the Safeguarding Trust Panel and the Administrator from the DLP or their Deputy in relation to the role and responsibilities.
- A standing agenda item regarding Child Safeguarding will be included in weekly staff meetings held within Saint Patrick's Cathedral.
- A standing agenda item regarding Child Safeguarding will be included in monthly Board meetings held regarding Saint Patrick's Cathedral with the exception of July & August.
- The DLP will ensure that this policy, risk assessment and Child Safeguarding Statement, will be reviewed at least every year and will also ensure they are updated to take account of any substantive changes to relevant policy/legislation or changes in work practice.
- An external audit will be undertaken at least every two years, if not annually, by an independent expert in the area of child safeguarding and child protection. This is in addition to the external Safeguarding Trust inspection / audit conducted by the RCB team, internal Safeguarding Trust Panel audit procedure and any HSE / Tusla compliance inspections. The



timeline for the external will be reviewed by the Board with the Administrator and DLP with due regard to changes in legislation and the requirements for updating. The Cathedral will engage a person or organisation equipped with sufficient scope, knowledge, experience, training and expertise in the area of Child Protection Policy Development and Implementation to work with the Cathedral team to review and make recommendations on any changes required to current practice.

- Details of File Management system
 - files are stored in the locked cabinet in the Community office based in the Deanery building on Upper Kevin Street, D08 AW65. DLP holds the key and a spare is also stored by the Office Manager in the safe. All digital files are stored securely in a password protected, firewall protected partition on the Cathedral Server.
- Password protection procedure
 - Password for access to the partition on the Cathedral server is the same as the email password. This is changed at least annually or when a DLP / DDLP change in personnel takes place. The password is also stored by the Office Manager in the safe.
- Schedule of training maintained and reminders circulated by DLP through HR Officer and Heads of Department with responsibility for workers
- Reminder system for NVB renewal and Training refresher conducted by DLP / DDLP
- Job advertisements are subject to Children 1st Act.
- Re-vetting to take place every three years or in relation to a change of role / job description
- DLP will review and check the file system at least twice a year
- Shredding schedule
 - The data relating to applicants no longer engaged in relevant work in Saint Patrick's Cathedral should be destroyed.
 - By extension, data obtained to conduct vetting for roles no longer deemed to be relevant work should be destroyed.
 - The ODPC advises that once processing has ended the data should be deleted from Cathedral records within 12 months.
- Volunteer contracting / agreement
- Maintaining open communications with An Garda Síochána
 - The DLP will maintain good working relations with local members of An Garda Síochána
- DLP and DDLP will formally introduce themselves and other team members to the Duty Social Workers operating in areas relevant to children who regularly participate plus link to other areas should they be required.
- In relation to retrospective reporting DLP and DDLP will have awareness of the sensitivity with which such a disclosure must be handled and follow procedure whilst maintaining a tone of openness and support of the person making the report



APPENDIX ONE

GLOSSARY OF TERMS

Child means a person under 18 years excluding a person who is or has been married as set out in section 2 of the Child Care Act 1991.

Clergy or member of the Clergy shall, unless otherwise specifically provided, mean a deacon, priest or bishop of the Church of Ireland or of a Church in full communion with that Church serving in, or retired from, the ministry of the Church of Ireland: beneficed, licensed or with Permission to Officiate.

Designated Liaison Person (DLP) is the person appointed by Saint Patrick's Cathedral as the first person to whom concern in respect of child protection or safeguarding issues is addressed. The DLP is ultimately responsible for making a report on behalf of Saint Patrick's Cathedral if a child may be at risk of, or is experiencing, abuse.

Deputy Designated Liaison Person (DDLp) is the person appointed by Saint Patrick's Cathedral to be available in the absence of the DLP e.g. in the instance of illness or annual leave.

External Contractor Any company engaged to supply personnel to work within the Cathedral environs who is likely to meet the public. This can include cleaning support staff, master craftspeople, security personnel, retail consultants and similar.

Mandated Person means the persons defined in the Children First Act 2015 who have a statutory obligation to report concerns that reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

Relevant Person is the person appointed to be the first point of contact in relation to Saint Patrick's Cathedral Child Safeguarding Statement who is also the DLP.

Representative Church Body (RCB) The Representative Church Body was incorporated as the trustee body for the Church of Ireland in 1871 with responsibility for the rules governing the Church. The Church serves its membership and wider society across the island's two political jurisdictions.

Safeguarding Trust Panel is a sub-committee of Saint Patrick's Cathedral Board that monitors the implementation of the Child Safeguarding Policy and supports the DLP.

Saint Patrick's Cathedral Board is constituted as per the procedures contained within the constitution of the Church of Ireland and is the body responsible for the fabric, financial, Human Resource and health and safety functions of Saint Patrick's Cathedral.

Staff means anyone with a formal contract of employment who is employed and paid by Saint Patrick's Cathedral.

Statutory Authorities refers, as the context requires, to Tusla (Child and Family Agency) which is the statutory body responsible for child protection matters and for improving wellbeing and



outcomes for children and/or to An Garda Síochána who are empowered under legislation to investigate possible criminal offences.

Volunteer means anyone engaged by Saint Patrick's Cathedral to carry out roles and responsibilities for which they are not paid.

Worker is a term for all who work in diverse roles in Saint Patrick's Cathedral including clergy, staff, volunteers and external contractors.



APPENDIX TWO

CHILD SAFEGUARDING STATEMENT

1 NAME OF SERVICE:

Saint Patrick's Cathedral

2 NATURE OF SERVICE AND PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

The Board of Saint Patrick's Cathedral believes that children should never experience abuse of any kind. Everyone has a responsibility to promote the welfare of all children and to keep them safe. Saint Patrick's Cathedral is committed to implementing procedures and practices that safeguard and protect children from harm. It aims to protect the rights of children by providing a safe environment when they are engaged in worship, music tuition, education, community events and bell ringing.

3 RISK ASSESSMENT

We have carried out an assessment of any potential for harm to a child while availing of our services including the area of online safety when accessing the internet. Below is a list of the headline areas of risk identified and the list of procedures for managing these risks. (A more detailed risk assessment has been carried out and is available on request).

RISK OF HARM IDENTIFIED	PROCEDURE IN PLACE TO MANAGE RISK IDENTIFIED
Harm of a child (as defined in the <i>Children First Act 2015</i>) through:	
Engagement with young people in person and online	Child Protection Policy and Procedures & Code of Behaviour
By a member of staff/volunteer – risk of unsuitable people having access to young people	Safe Recruitment Strategy
Information, Communication and Training	Training Strategy
Allegations of Abuse	Child Protection Policy and Procedures
Working with Other Parties/external agencies	Child Protection Policy and Procedures

4 PROCEDURES

Our Child Safeguarding Statement has been developed in line with requirements under the *Children First Act 2015*, the *Children First: National Guidance*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our services:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons in Saint Patrick's Cathedral who are mandated persons
- Procedure for appointing a relevant person



All procedures listed are publicly available on our website and a hard copy can be accessed at the Front Desk inside the South West Porch of the Cathedral or in the Deanery Offices on Kevin Street.

Link to website: <https://www.stpatrickscathedral.ie/learn/our-community/safeguarding/>

Contact for more details: Kelley Bermingham, DLP safeguarding@stpatrickscathedral.ie

5. IMPLEMENTATION

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed annually in November, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Date: _____

Signed: _____

THE VERY REVEREND DR. WILLIAM MORTON
DEAN, CHAIR OF THE BOARD, AND CHAIR OF THE SAFEGUARDING TRUST PANEL OF
SAINT PATRICK'S CATHEDRAL

Date: _____

Signed: _____

MS KELLEY BERMINGHAM
DESIGNATED LIAISON PERSON / RELEVANT PERSON
SAINT PATRICK'S CATHEDRAL

For queries, please contact Saint Patrick's Cathedral Relevant Person under the Children First Act 2015:

KELLEY BERMINGHAM	LAURA COYLE
DESIGNATED LIAISON PERSON	DEPUTY DESIGNATED LIAISON PERSON
01 453 9472 Ext 210 086 10 30 931	01 453 9472
safeguarding@stpatrickscathedral.ie	



APPENDIX THREE

DEFINITION AND FEATURES OF ABUSE

NEGLECT

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion



EMOTIONAL ABUSE

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.



PHYSICAL ABUSE

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

SEXUAL ABUSE

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members. Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms. It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive.



Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal, or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing, or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification, or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person. An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.
- In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse. Details on exemptions for mandated reporting of certain cases of underage consensual sexual activity can be found in page 23 of Children First: National Guidance 2017



APPENDIX FOUR

SAFEGUARDING TRUST PANEL

(SUB-COMMITTEE OF THE BOARD)

Terms of Reference

Introduction

Under the constitution of the Church of Ireland each individual church and cathedral is required to have a Safeguarding Trust Panel (STP) chaired by the incumbent. In Saint Patrick's Cathedral this panel forms a subcommittee of the Board and is chaired by the Dean. The Cathedral has, in addition to the panel, a designated liaison person (DLP) who undertakes some of the duties, particularly the mandatory reporting duties, on behalf of the panel. The panel has a role in the oversight and support of the DLP and in supporting the DLP in ensuring implementation of the Cathedral's bespoke Child Protection Policy. Following each meeting the STP Board representative will present a written report to the next appropriate meeting of the Board providing updates of the Panel's actions and detailing any recommendations.

Role of the Safeguarding Trust Committee

The Panel's role is to:

- Advise the Board on the most appropriate policy and operational framework for safeguarding within the Cathedral
- Ensure that the welfare of children and adults is embedded into the Cathedral's work
- Ensure consistency of approach across all departments and services
- Provide strategic oversight for all aspects of safeguarding work and ensure our policies and procedures are up to date and effective in protecting people who use Cathedral services from potential or actual harm
- Provide assurance that the agreed Safeguarding policies, procedures are being adhered to by Cathedral workers
- Initiate improvements in working practices, systems and procedures to support effective Safeguarding practice in the Cathedral's statutory and regulatory roles to protect people from potential or actual harm
- Identify, respond and escalate, as appropriate, organisational risk within Saint Patrick's Cathedral related to safeguarding



- Raise the profile of children and adults' safeguarding in all Cathedral activities, promote communication and raise awareness across the organisation
- Monitor and evaluate DLP and deputy DLP performance and make recommendations to improve performance through oversight, support and collaboration
- Initiate an annual review of the policies and related procedures in relation to Child and Adult Safeguarding

Responsibilities of the Safeguarding Panel

Safeguarding is a collective responsibility across all departments and each departmental head is accountable for their and their departments' performance. The responsibilities of the Panel are to:

- Ensure implementation of the Cathedral's safeguarding policies and procedures and monitor their effectiveness internally and externally and to recommend improvements as appropriate
- Use the Cathedral's governance structures to ensure that safeguarding issues are considered and addressed at the appropriate level
- Ensure that appropriate data is collected about safeguarding children and adults' activity in a way that supports the Cathedral's statutory and regulatory roles
- Ensure that the training programmes are in place to enable the Cathedral's workers to fulfil their duties and responsibilities in relation to safeguarding
- Ensure that the Cathedral's regulatory role within multi-agency children and adults' safeguarding procedures is clearly understood internally and externally
- Ensure that the Cathedral responds appropriately to changes in relevant legislation
- Ensure that constructive links have been maintained with relevant stakeholders and external agencies, including An Garda Síochána, Tusla, Child & Family Support Network, Meitheal and the Representative Church Body.

Powers of the Committee

The subcommittee's role is supervisory and advisory in nature. They must make recommendations to the Board as appropriate. The Board will authorise any actions required. The subcommittee may co-opt non board members to the committee as they see fit. Such co-opted members must step down in advance of the triennial vestry meeting that forms the Cathedral Board. They may be subsequently re appointed by the subcommittee.

Membership

The subcommittee shall consist of not less than 5 members, including the Chair, of whom no less than 2, including the Chair, must be members of the Cathedral Board. The administrator and DLP must sit in attendance to the subcommittee. The administrator may delegate minute taking and administrative support to a staff member with the agreement of the Chair. The membership of the subcommittee will be decided at the Board meeting immediately following a triennial



vestry meeting. The subcommittee membership shall not exceed 8 members, not including the Chair. The minimum numbers required to form a quorum is three panel members, one of which should be the Chair or their nominated deputy.

Expertise

In addition to the Chair, the subcommittee will endeavour to have amongst their members a majority who have experience of child and adult safeguarding from a church, educational or healthcare or other appropriate setting, preferably at a strategic level.

Chair

The Dean and Ordinary is ex officio Chair of the subcommittee. They may nominate another member of the subcommittee as deputy chair in their absence. This deputy chair must be a member of the Cathedral Board at the time they undertake this duty.

Operation of the Committee

Review and Assessment of the subcommittee

An annual review of the subcommittee will be carried out to measure the Panel's impact and effectiveness together with a skills audit of the members. This will be done through an anonymised confidential survey of the members.

The criteria for the success of the Panel will be:

- A consistent approach within Saint Patrick's Cathedral to the identification, decision-making, recording and management of safeguarding cases within relevant services
- That the safeguarding policies and procedures are being implemented consistently internally and externally
- Evidence that the safeguarding of children and adults is embedded into Saint Patrick's Cathedral's work through improved practice of Garda Vetting compliance, training of workers, internal audit and regular monitoring recorded and reported to the Board and Chapter
- Effective working relationships with key stakeholders
- Positive feedback from people who use the Cathedral services and/or their carers about Saint Patrick's Cathedral's role in safeguarding adults and children.

These terms of reference shall be reviewed following each triennial vestry meeting and the subsequent formation of a new subcommittee.



APPENDIX FIVE

CODE OF CONDUCT

- Children, young people and adults at risk should be treated with respect and dignity
- Children, young people and adults at risk should be valued
- Children, young people and adults at risk should be listened to
- Children, young people and adults at risk should have their rights respected
- Avoid private meetings with children, young people or adults at risk
- Do not take photographs or videos of children or young people unless you have been instructed to on behalf of Saint Patrick's Cathedral without signed agreement from the subject, parents / guardians
- Do not make unnecessary physical contact with children, e.g., engage in horseplay
- Conduct which could be misconstrued should be avoided
- Following an incident where a worker feels that their actions may be misconstrued, a report should be written and submitted immediately to the DLP
- Take great care in the setting of a residential or day trip where relationships tend to be less formal
- You should never engage in sexually provocative conversations or games
- You should never allow or engage in inappropriate touching of any form
- You should never allow children or young people to use inappropriate language unchallenged
- You should never make sexually suggestive comments about or to a child, young person or vulnerable adult
- You should never strike a child, young person or vulnerable adult
- You should never use offensive, abusive or generally inappropriate language
- You should never leave children, young people or vulnerable adults unattended
- Avoid doing things of a personal nature for children, young people or vulnerable adults that they can do for themselves
- Avoid spending excessive amounts of time alone with a child, young person or vulnerable adult away from others
- Avoid taking a child, young person or vulnerable adult alone on car journeys without the full knowledge and consent of their parent/guardian/carer and Saint Patrick's Cathedral
- Avoid arranging to meet a child, young person or vulnerable adult off parish premises or outside of your designated role
- Avoid contacting children, young people or vulnerable adults privately without parent's/guardian's full knowledge and consent (this includes exchanging phone numbers, email address or contact through social media)
- If you become aware that a child, young person or vulnerable adult is being harmed you must inform the DLP / DDLP of Saint Patrick's Cathedral as soon as possible



APPENDIX SIX

PROCEDURE FOR THE MANAGEMENT OF LIST OF MANDATED PERSONS

Saint Patrick's Cathedral is required to have a procedure to maintain an up-to-date list of mandated persons. Agreement on the roles fulfilling the definition of a Mandated Person is reviewed annually by the DLP in consultation with the Cathedral Administrator and Human Resources Officer.

The list of mandated persons is maintained by the DLP who is provided with relevant information by the Human Resources Officer. The DLP is responsible for updating the list in the event of any personnel change or changes to role/job description. A letter will be issued from the DLP / DDLP informing individuals of their responsibilities, and the steps to fulfil these.

The list of Mandated Persons will be stored digitally in the secure server partition Safeguarding Folder 'Mandated Persons' as well as a manual copy within the locked filing system located in the Community Office of the Deanery Offices, Kevin Street Upper, D08 AW65.

If the DLP is not in the office, the Office Manager has a spare key stored in the safe to facilitate the Deputy DLP in accessing the necessary files.

The list of Mandated Persons will also be reviewed in line with the review of the Child Protection Policy document and Child Safeguarding Statement every 24 months or sooner, in the event of any change to national policy or legislation.

MANDATED PERSON'S IN SAINT PATRICK'S CATHEDRAL

Under Schedule 2 of the Children First Act 2015 the following classes of persons in Saint Patrick's Cathedral are Mandated Persons for the purposes of the Act:

Persons engaged in any of the following capacities:

Member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community

- The Dean, Dean's Vicar and Chapter - *members of the clergy*
- Master of the Music - *pastoral care worker*
- Organist and Assistant Master of the Music - *pastoral care worker*
- The Cathedral Manager - *pastoral care worker*
- The Education Officer - *pastoral care worker*



- School's Officer - *pastoral care worker*
- The Community Officer - *pastoral care worker*
- All Members of the Safeguarding Trust Panel - *pastoral care worker / member of the clergy*
- The DLP;
- The Deputy DLP.

MORE HELPFUL INFORMATION FOR MANDATED PERSONS

Mandated Persons should be familiar with the Cathedral Child Protection Policy available on www.stpatrickscathedral.ie, on the Cathedral Server, and in hard copy at the front desk and in the Deanery Offices. For other useful information, see <https://www.hsc.ie/eng/services/list/2/primarycare/childrenfirst/resources/mandated-persons.pdf>

INFORMATION FOR MANDATED PERSONS

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report child protection concerns at or above a defined threshold to Tusla - Child and Family Agency.

The Department of Children and Youth Affairs and Tusla have developed a suite of resources to support the full implementation of the Act. Workers should check these resource documents or Schedule 2 of the Act to find out if they are a Mandated Person.

Mandated Persons have **two main legal obligations** under the Act:

- 1. To report the harm of children above a defined threshold to Tusla;**
- 2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.**

If a child is at immediate risk and you cannot speak to a Duty Social Worker in Tusla, contact An Garda Síochána without delay www.hsc.ie/childrenfirst. In Saint Patrick's Cathedral, Mandated Persons must make a joint report with the DLP / DDLP.

MANDATED REPORTING

A Mandated Person in Saint Patrick's Cathedral is required to make a joint report to Tusla without delay, any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. This includes where a child discloses their belief to a Mandated Person that they have been, are being or are likely to be harmed.

'Harm' is defined in the Children First Act 2015 as "*assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or, sexual abuse of the child.*"

Mandated reports should be submitted to Tusla using the Tusla web-portal <https://www.tusla.ie/children-first/web-portal/>. If your concern does not reach the threshold for mandated reporting, but you still have reasonable grounds for concern about the welfare or



protection of a child, you should still report that concern to Tusla but do not tick the mandated report box.

Mandated Persons should be aware that the legal obligation to report mandated concerns rests with them.

CONSEQUENCES OF NON-REPORTING

The Children First Act 2015 does not impose criminal sanctions on Mandated Persons who fail to make a report to Tusla. However, the following consequences may apply:

- HR/Disciplinary procedures
- In the case of Clergy, a report to the Diocesan 3rd party
- Information may be passed to the National Vetting Bureau of An Garda Síochána

SHARING INFORMATION

If you are required to share information with Tusla when assisting in the assessment of risk to a child, you are protected from civil liability under Section 16 (3) of the Children First Act 2015.

Section 17 of the Children First Act 2015 provides that information shared by Tusla during the period of assessment of a mandated report must not be disclosed to a third party unless in accordance with law or authorised by Tusla in writing.



APPENDIX SEVEN

GARDA VETTING POLICY

RATIFIED BY THE BOARD

ON

18 DAY IN THE MONTH OF OCTOBER 2021

DUE TO BE REVIEWED ON OR BEFORE

31 MARCH 2022



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1. INTRODUCTION

1.1 STATEMENT OF COMMITMENT

The Board of Saint Patrick's Cathedral believes that children should never experience abuse of any kind. Everyone has a responsibility to promote the welfare of all children and to keep them safe. Saint Patrick's Cathedral is committed to implementing procedures and practices that safeguard and protect children from harm. It aims to protect the rights of children by providing a safe environment when they are engaged in worship, music tuition, education and community events and bell ringing.

The purpose of Garda vetting is to protect children and adults who may be vulnerable by reducing the risk of unsuitable people being recruited and having access to children; additional background checks are carried out by Saint Patrick's Cathedral, which include reference checks, interviews and probationary periods.

The purpose of this document is to outline the Garda Vetting procedures within Saint Patrick's Cathedral and to provide a statement of the policy and procedures to be adhered to by all of those involved in the activities of the Cathedral.

This policy is written in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 & 2016. This Act provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children or vulnerable persons or to provide certain services to children or vulnerable persons.

This Act defines certain organisations working with children and young people as 'relevant organisations'. Saint Patrick's Cathedral is defined as a 'Relevant Organisation' under the Act. In order to carry out Garda vetting, relevant organisations must be registered with the National Vetting Bureau (NVB). Saint Patrick's Cathedral access Garda Vetting through the Representative Church Body of the Church of Ireland (RCB), who are registered with the NVB, and who process applications on behalf of the Cathedral.

1.2 SCOPE OF THIS POLICY

This policy applies to all Saint Patrick's Cathedral personnel. 'Saint Patrick's Cathedral personnel' includes clergy, staff, management, Board, volunteers, external contractors, and those availing of work experience. From this point forward referred to as 'Workers' for the purposes of this policy and associated procedures.

This policy will also be communicated to third parties who work with Saint Patrick's Cathedral, and who are contracted to work on behalf of the Cathedral.

1.3 ROLES AND RESPONSIBILITIES OF THOSE WITHIN SAINT PATRICK'S CATHEDRAL IN RELATION TO GARDA VETTING



Saint Patrick's Cathedral access the NVB through a registered body, the Representative Church Body (RCB), to whom they are affiliated and supported by.

In order to send applications to the RCB, Saint Patrick's Cathedral have nominated a contact person, who processes applications and returns on their behalf. This person is the DLP.

In order to carry this processing role out, the DLP receives the applications from Saint Patrick's Cathedral personnel and manages them in the following manner:

- performs checks on identification documents and application forms
- files and stores etc in a secure filing system
- forwards the application details to the RCB LP.

The RCB submits the applications to the NVB on behalf of Saint Patrick's Cathedral. Returned vetting disclosures results are sent back to the RCB office who send them on to the DLP.

Processing via the RCB is conducted digitally (securely scanned – firewall protection and separate partition on Cathedral server for storage of all digital files pertaining to NVB).

A decision is then taken regarding suitability of the applicant (see section 3.1 below).

Saint Patrick's Cathedral have established a 'Garda Vetting Group' whose role it is to determine who within the organisation is subject to vetting under the Act, and to make decisions regarding suitability based on criminal record disclosures. This group is comprised of the DLP, Human Resource Officer and Administrator.

Members of the Chapter should all be Garda vetted within Dublin & Glendalough Dioceses through the Archbishop's Secretary who vets all clergy within the Dioceses. The Secretary undertakes this process and correspond with the members of the Chapter once provided with the names of all Chapter Members and any new installations as they arise, along with their email addresses. The Secretary then confirms with DLP once vetting is satisfactorily

When there are any changes to the Chapter, The Archbishops' Secretary must be notified with the new names and their email address so that Diocesan Vetting can be completed.

1.4 IDENTIFICATION OF THOSE WITHIN SAINT PATRICK'S CATHEDRAL WHO ARE SUBJECT TO VETTING

In accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 & 2016 those individuals who are required to be vetted under the legislation are defined as '*any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.*'

Saint Patrick's Cathedral **will not permit** any person to undertake relevant work or activities on behalf of our organisation unless we receive a vetting disclosure from the National Vetting Bureau in respect of that person.



Decisions regarding who in the organisation is subject to vetting will be undertaken by Vetting Group (see 1.3).

If vetting a member under the age of 18, a Parental Consent (NVB3) form is required.

Saint Patrick's Cathedral, in accordance with The Act, will not apply vetting to persons who assist on an **occasional basis** and for no commercial consideration. This would include parents who assist on an *occasional* basis in an event or activity other than where such assistance includes the coaching, mentoring, counselling, teaching or training of children or vulnerable persons.

2. VETTING PROCESS

2.1 STEPS IN THE VETTING PROCESS

Step 1

The vetting subject completes a Saint Patrick's Cathedral Vetting Invitation Form which includes ID Validation section. This involves presenting the completed form and original IDs with photocopies to the DLP for validation. Personal identity will be verified face to face and with documentation as required by NVB as part of the Garda vetting process. Relevant documentation is specified on the Garda vetting FAQ as part of the '100-point check'. When conducting Garda Vetting, Saint Patrick's Cathedral will require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered. See more: <https://vetting.garda.ie/Help/FAQ>

Step 2

The DLP checks the vetting invitation, and forwards details to the LP in the Representative Church Body who then uploads them online to the NVB system.

Step 3

An email is generated from the NVB system, inviting the applicant to complete the online E-Vetting Application Form.

Step 4

The vetting subject completes an E-Vetting Application Form online and submits it to Saint Patrick's Cathedral.

Step 5

The Liaison Person will review the Vetting Application Form online and submits it to the National Vetting Bureau for processing.

Step 6

The NVB processes the application and forwards a vetting disclosure to the Liaison Person (LP) in the Representative Church Body.

Step 7

The LP then reviews the vetting disclosure and forwards to the DLP in Saint Patrick's Cathedral (and will provide a copy to the vetting subject on request). In the event of disclosure of a



criminal record, a decision is then taken by the Vetting Group as to whether they meet their vetting requirements. See decision making process detailed below in Section 3.1

Step 8

The vetting applicant is informed as to the decision regarding suitability by Human Resource Officer in the case of a paid staff appointment, or the Department Head in the case of a Volunteering Role.

2.2 RE-VETTING PROCESS

Saint Patrick's Cathedral is committed to ensuring that all of those involved in 'relevant work' will be re-vetted **every three years**, and also reserves the right to re-vet an individual at their discretion.

2.2 RE-VETTING PROCESS

Saint Patrick's Cathedral is committed to ensuring that all of those involved in 'relevant work' will be re-vetted **every three years**, and also reserves the right to re-vet an individual at their discretion.

2.3 ACCESS, STORAGE AND RETENTION OF SENSITIVE INFORMATION

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Saint Patrick's Cathedral will ensure that disclosure information is only passed on to those who are authorised to receive it and in the course of their duties only.

They are:

- The Vetting Liaison Persons and Child Protection Officer of the Representative Church Body
- The DLP / Deputy DLP
- Members of the Garda Vetting Group

Saint Patrick's Cathedral will ensure that all sensitive information will be held in accordance with Data Protection legislation, including GDPR, and will retain relevant information for a specified purpose.

3. ASSESSING SUITABILITY

It is the responsibility of Saint Patrick's Cathedral to assess an applicant's suitability, and decisions regarding convictions will not be made by the National Vetting Bureau. The Cathedral may liaise with the Safeguarding Officer in the Church of Ireland on occasion for guidance and assistance.

3.1 DECISION MAKING PROCESS

When considering an applicant's suitability to join Saint Patrick's Cathedral, consideration will be given to a number of factors.



For example

- Skills and competencies
- Performance at interview/meeting
- References checked
- Employment history
- Relevant educational qualifications

In the circumstances whereby a vetting disclosure is made it will include particulars of the criminal record relating to the person, and/or a statement of any specified information relating to the person. The LP will pass this information on to the members of the Garda Vetting Group. The vetting disclosure will not necessarily bar an applicant for consideration for engagement within Saint Patrick's Cathedral.

A number of factors will be considered by the Vetting Group.

For example

- Self- disclosure by applicant
- Date of offence
- Nature and seriousness of any offence
- Age when offence was carried out
- The post for which the person is seeking engagement
- Rehabilitative efforts undertaken
- Recidivism rate, if any
- Nature of court result and severity of penalty
- Any mitigating factors

However, Saint Patrick's Cathedral considers the following non-exhaustive list to be reasonable grounds to refuse an individual access to, or contact with children, young people or vulnerable adults:

- Any offence of a sexual nature
- Any offence against a child, child abuse or abuse of images of children
- Any offence of causing grievous bodily harm
- Any offence of murder or manslaughter
- An offence of kidnapping
- Any charge (pending) in relation to child abuse or abuse of a person who is deemed to be vulnerable

In instances whereby a returned conviction is being considered by the Vetting Group, the applicant will be given a copy of the disclosure, and a member(s) of the Vetting Group will meet the applicant to establish the circumstances of the disclosure.

3.2 DEALING WITH DISPUTES

If the applicant disputes the detail of the vetting disclosure, the DLP will request that they should outline in writing the exact basis of their dispute. The DLP will submit the applicant's report to the National Vetting Bureau. Further checks will be carried out by the National Vetting Bureau who will correspond with the LP, and then back to the DLP in due course. If the Vetting Group deems the applicant unsuitable they will inform the applicant of their decision.



3.3 RIGHT TO APPEAL

Applicants may appeal the decision made by the Vetting Group by submitting a written request to the Chair of the Board of Saint Patrick's Cathedral. The Chair may choose to consult with the Vetting Group, the Safeguarding Trust Panel, the Applicant, legal adviser and / or the Board. The decision of the Chair is final.

3.4 APPLICANTS WHO HAVE RESIDED OVERSEAS FOR A PERIOD OF 6 MONTHS OR MORE

If an applicant has lived in any country for 6 months or more from the date of their 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which the person has resided stating that they have no convictions recorded against them while residing there. All appointments will require satisfactory security clearances.

Security clearance must be dated AFTER candidate has left that country and cover the entire period of residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, we would strongly advise that candidates commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. Candidates will require UK clearance to cover the entire period resident in the UK. Clearance must be dated after candidate has left the UK.

THE FOLLOWING WEBSITES MAY BE OF ASSISTANCE TO APPLICANTS:

UNITED KINGDOM

- https://www.acro.police.uk/police_certificates.aspx
- <http://www.police.uk/forces/> website will provide a link to each police force site in the UK. Click on the relevant force covering the area where candidate resided. A search under Data Protection or Data Access Request or Subject Access Request will link to the relevant section of that Police Forces website.
- <https://www.gov.uk/browse/working/finding-job> (this website will provide a list of registered agencies to contact in the UK who may process requests for UK clearance with the Criminal Records Bureau).

AUSTRALIA

- www.afp.gov.au website will provide information on obtaining a national police clearance certificate for Australia

NEW ZEALAND

- www.police.govt.nz website will provide information on obtaining police clearance in New Zealand.

UNITED STATES OF AMERICA

- Please note that valid Security/Overseas Clearance from the USA must be obtained from the FBI only.
- <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>
- FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g. New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

OTHER COUNTRIES

- For other countries not listed above it would be helpful to contact the relevant embassies who could provide information on seeking Police Clearance.
- A copy of the overseas Clearance will be retained on file and the original returned to candidates by post.

Note: Any costs incurred in this process will be borne by the candidate.





APPENDIX EIGHT

THIRD PARTY AGREEMENTS

All third-party schools and visiting groups must adhere to all Cathedral policies in relation to safeguarding children and vulnerable adults.

If an issue related to any safeguarding matter occurs, the group leader must inform the DLP of any reporting to take place.



APPENDIX NINE

DECLARATION BY PERSON FROM ABROAD APPLYING TO WORK OR VOLUNTEER IN SAINT PATRICK'S CATHEDRAL

1. **Whether in your present country of residence or elsewhere**, have you ever been investigated in respect of or charged with or convicted of a criminal offence or have you ever been the subject of a court order binding you over to keep the peace or have you ever been subject to criminal proceedings in which the court has found the charge or charges against you to have been proved but in respect of which the Probation Act (or any foreign equivalent thereof) has been applied, or are you at present subject to any criminal charges or criminal investigation?
YES/NO (If yes to any of the above give details on separate sheet)
2. Have you ever committed any criminal act or been engaged in any criminal conduct for which you have not been prosecuted, **whether in your present country of residence or elsewhere?**
YES/NO (If yes to any of the above give details on separate sheet)
3. Has any court **in your present or any other jurisdiction** ever found you liable in civil litigation?
YES/NO (If yes give details on separate sheet)
4. Have you been placed on a sex offenders' register **in your present or any other jurisdiction?**
YES/NO (If Yes give details on separate sheet)

I, the undersigned, who have applied to work / volunteer as _____ (office/position for which you are applying) in the _____ Department to which I will be assigned, under the supervision of _____ (Name of Head of Department), do hereby certify and warrant that in completing this form and in furnishing all the information contained herein or attached hereto, I am doing so in good faith and I further certify and warrant that all such information is true and accurate and constitutes a full disclosure of all material facts known to me.

Signed.....

Full name as it appears on your passport / drivers licence (block capitals)

Date ____ (d) / ____ (m) / ____ (y)

When completed and signed, please return this form FAO Designated Liaison Person by email to: safeguarding@stpatrikscathedral.ie or by post to: DLP, Saint Patrick's Cathedral, Saint Patrick's Close, Dublin 8 D08 H6X3.

GDPR note: In line with Data Protection regulations, we are committed to protecting the personal information we hold on you. By providing the information requested, you are giving us permission (consent) to use this information for Safeguarding, legal or regulatory purposes and we will use it for no other purpose without further consent unless mandated or required to do so under the Data Protection Act 2018 or equivalent legislation. If you have any questions about how we process your personal data, please contact the Office Manager on email officemanager@stpatrikscathedral.ie or by calling +353 1 4539472 Ext 202.



APPENDIX TEN

CHILD SAFEGUARDING RISK ASSESSMENT

CHILD SAFEGUARDING RISK ASSESSMENT

September 2021 v1.3

The following table is a summary of the risk assessment carried out by Saint Patrick's Cathedral. This risk assessment was informed by Saint Patrick's Designated Liaison Person in consultation with the wider Cathedral Administration and Operations Team, members of the Safeguarding Trust Panel and approved by Board.

Saint Patrick's Cathedral carry out a range of activities and provides a variety of services to children and young people. They are therefore defined as a 'Relevant Service' under the Children First Act 2015.

This risk assessment was carried out in part requirement of producing a Child Safeguarding Statement, as per the Children First Act 2015, and also as part of Saint Patrick's Cathedral's commitment to children and young people's safety and well-being.

This document provides an assessment of the risk of 'harm' to children and young people while engaging in any of Saint Patrick's Cathedral's activities. The cathedral regularly engages with young people aged 5-18 years and in terms of Baptism and visitors to the Cathedral, there can be children from birth to 5 years albeit less frequently.

Engagement with children and young people occurs through activities including:

- Educational workshops targeted to schools, clubs, community groups on-site and in the immediate vicinity of the Cathedral e.g. Saint Patrick's Park, The Cabbage Garden and other venues.
- Bell ringing Transition Year Training is conducted through term in partnership with the Cathedral Grammar School
- Community events on, and off-site (the latter usually being in partnership with youth organisations, Community Gardaí and / or DCC)
- Community outreach initiatives – bespoke programmes e.g. Cherished Equally 2017, Interagency Development Group Programmed Events, Youth Peace Movement 2019
- School visits to the Cathedral

This risk assessment is concerned specifically with the **risk of harm** to young people while engaged with Saint Patrick's Cathedral, as defined in Children First – and does not reflect a wider risk assessment in relation to health, safety and well-being.

Section 11(1) (a) of the Children First Act 2015 defines risk as “any potential for harm to a child while availing of the service”.

Section 2 of the Act defines 'harm' as follows:

“Harm means in relation to a child -

- (a) Assault, ill treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child's health, development or welfare, or,
- (b) Sexual abuse of the child

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise”



Assessment of Harm for Saint Patrick's Cathedral, Dublin

This assessment considers the potential for harm as defined by the Children Firsts Act to come to children whilst they are in Saint Patrick's Cathedral care. This assessment must be done before the Child Safeguarding Statement (Section 11 (1b) Children First Act 2015) is published locally. In accordance with the requirements of *Section 11 (1) of the Children First Act 2015* the risk is of abuse and is not general health and safety risk. "Harm" in this context means, (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

Potential risk of harm to children as defined in the Children First act in 2015	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Parish/Club/Diocese	Mitigation/Actions
Harm caused by clergy to child	L	<ul style="list-style-type: none"> Safeguarding Trust Child Safeguarding Training Code of Conduct Recruitment Cathedral child protection policy 	Chorister supervisors, Cathedral staff.	<i>All those working with children must receive specific safeguarding training. All Cathedral clergy staff and volunteers must be Garda vetted and undergo induction training including in child protection. Choristers must always be supervised on site as per SGT guidelines.</i>
Harm Caused by a worker to a child	L	<ul style="list-style-type: none"> Safeguarding Trust Child Safeguarding Training Code of Conduct Recruitment Cathedral child protection policy 	Workers specifically designated to work with children, chorister supervisors, Cathedral staff and volunteers.	<i>All those working with children must receive specific safeguarding training. All Cathedral clergy staff and volunteers are to be Garda vetted and undergo induction training including in child protection. Choristers must always be supervised on site as per SGT guidelines.</i>
Harm caused by a volunteer to child	L	<ul style="list-style-type: none"> Safeguarding Trust Child Safeguarding Training Code of Conduct Recruitment 	Workers specifically designated to work with children, chorister supervisors, Cathedral	<i>All those working with children must receive specific safeguarding training. All Cathedral clergy staff and volunteers must be Garda vetted and undergo induction training including in</i>



Church of Ireland Safeguarding Board

Potential risk of harm to children as defined in the Children First act in 2015	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Parish/Club/Diocese	Mitigation/Actions
		<ul style="list-style-type: none"> Cathedral child protection policy 	staff and volunteers (including bellringers).	<i>child protection. Choristers must always be supervised on site as per SGT guidelines.</i>
Harm caused by a visitor to child	M	<ul style="list-style-type: none"> Safeguarding Trust Child Safeguarding Training Code of Conduct Cathedral child protection policy 	Cathedral staff and volunteers, chorister supervisors.	<i>Many thousands of children visit the Cathedral each year in organised groups, with families and as members of the congregation and choir. No child is permitted to be in the Cathedral without adult supervision. Children taking part in activities organised by the Cathedral must be supervised by trained and vetted staff or volunteers.</i>
Harm caused by a child to another child	L	<ul style="list-style-type: none"> Safeguarding Trust Child Safeguarding Training Code of Conduct Cathedral child protection policy 	Cathedral staff and volunteers, chorister supervisors, music and education department.	<i>In addition to the chorister supervisors staff dealing with children must be vetted and receive SGT training if their role requires it.</i>
No communication of Child Safeguarding Statement or Code of Behaviour to members or visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement – display Code of Behaviour - distribute via SGT policy 	DLP	<i>The Child safeguarding statement and code of behaviour to be displayed prominently within the Cathedral and sent to those who book organised school and education groups at time of booking.</i>
Risk of harm to a child during travelling and away trips/overnights	M	<ul style="list-style-type: none"> Travel/Away trip guidance Child Safeguarding Training Safeguarding Trust Cathedral child protection policy 	Music department	<i>Children must be supervised by dedicated personnel at all times. Supervisors to be under the direction of the director of music or their designate at all times.</i>



Church of Ireland Safeguarding Board

Potential risk of harm to children as defined in the Children First act in 2015	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Parish / Club / Diocese	Mitigation / Actions
Lack of child protection training / guidance	L	<ul style="list-style-type: none"> Safeguarding Trust Recruitment Safeguarding Training Cathedral child protection policy 	DLP, Administrator (CEO)	<i>DLP monitors training of all staff. Reports to Administrator and safeguarding panel.</i>
Supervision / ratio issues including gender balance among leaders	L	<ul style="list-style-type: none"> Safeguarding Trust Safeguarding Training 	Director of music, education officer, DLP	<i>To be monitored by DLP annually.</i>
SOCIAL MEDIA AND OTHER MEDIA				
Access to and inappropriate use of social media and communications by under 18's	H	<ul style="list-style-type: none"> Communications policy Code of conduct Safeguarding Trust 	Director of music, education officer, chorister supervisors.	<i>To be overseen by director of music or their designate. Can only have influence in relation to choristers.</i>
Risk to under 18's by others inappropriate use of social media and communications with under 18's	H	<ul style="list-style-type: none"> Communications policy Code of conduct. Safeguarding Trust 	Director of music, education officer, chorister supervisors.	<i>Can only have influence in relation to choristers.</i>
Unauthorised photography & recording activities	H	<ul style="list-style-type: none"> Photography and Use of Image Safeguarding Trust 	Cathedral staff and vergers.	<i>Ongoing vigilance and signage required. Prohibition of photography during services, concerts and recitals involving cathedral choristers.</i>
REPORTING PROCEDURES				
Lack of knowledge of organisational and statutory reporting procedures	M	<ul style="list-style-type: none"> Reporting procedures in SGT policy Code of Conduct / Behaviour 	DLP / Safeguarding panel	<i>DLP to undertake reporting as required. Details of duty social worker and other relevant statutory bodies to be retained by DLP.</i>
No Panel Appointed	L	<ul style="list-style-type: none"> Reporting procedures / policy Safeguarding Trust 	Dean and Board	<i>Safeguarding Panel is now a subcommittee of the Board</i>



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Potential risk of harm to children as defined in the Children First act in 2015	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Parish/Club/Diocese	Mitigation/Actions
Concerns of abuse or harm not reported	L	<ul style="list-style-type: none"> Child Safeguarding Training Reporting procedures/policy Child Safeguarding Training Safeguarding Trust 	DLP, Administrator, Dean	<i>Culture of openness to be embedded and maintained across the organisation.</i>
Not clear who child/YP should talk to or report to	M	<ul style="list-style-type: none"> Post the names of Parish Panels and Mandated Person 	DLP, Safeguarding panel.	<i>Details of how to report and who to report to accessible to all children in the Cathedral. Up to date details on posters in designated areas.</i>
COMPLAINTS & DISCIPLINE				
Lack of awareness of a Complaints & Disciplinary policy	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Safeguarding Trust Staff Handbook 	DLP, HR officer, Administrator.	<i>Information to be circulated annually to staff, volunteers and clergy. Induction programmes to include this information for new staff, clergy and volunteers.</i>
Difficulty in raising an issue by child & or parent Reason: Covered above	M	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy Communications procedure 	Director of music	<i>Director of music to responsible for communication of procedures to parents of choristers.</i>
Complaints not being dealt with seriously	L	<ul style="list-style-type: none"> Complaints & Disciplinary procedure/policy 	Dean, Administrator, DLP, department heads	<i>Training to foster correct culture across organisation.</i>
MANAGING RISK OF HARM IN SPECIFIC LOCATIONS				
Unauthorised access to designated children's play & practice areas and to changing rooms, showers, toilets etc.	L	<ul style="list-style-type: none"> Supervision policy Safeguarding Trust Code of Conduct 	Chorister supervisors, staff, volunteers.	<i>Choristers must always be supervised by designated personnel.</i>
Unauthorised exit from children's areas	L	<ul style="list-style-type: none"> Supervision policy Safeguarding Trust re ratios 	Chorister supervisors, staff, volunteers.	<i>Choristers must always be supervised by designated personnel.</i>
Photography, filming or recording in prohibited areas	H	<ul style="list-style-type: none"> Photography policy and use of devices in private zones Safeguarding Trust 	Chorister supervisors, staff, volunteers and vergers.	<i>Policy to be strictly enforced.</i>



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Potential risk of harm to children as defined in the Children First act in 2015	Likelihood of harm happening L-M-H	Required Policy, Guidance and Procedure document	Responsibility Parish/Club/Diocese	Mitigation/Actions
Missing or found child on site	H	<ul style="list-style-type: none"> Safeguarding Trust 	Cathedral managers staff, volunteers.	<i>Protocol in place must be followed to ensure staff or volunteer never alone unsupervised with child.</i>
Children sharing facilities with adults e.g. dressing room, showers etc.	M	<ul style="list-style-type: none"> Safeguarding Trust Code of Conduct 	Cathedral managers staff, volunteers.	<i>With choristers, supervisors must ensure sharing of facilities does not happen. N.B. access to visitor lavatories is not supervised closely.</i>
Lack of awareness of 'risk of harm' with members and visitors	H	<ul style="list-style-type: none"> Child Safeguarding Statement SGT Training policy 	Cathedral management	Awareness of Cathedral staff (inc. verger) to the potential for harm to children. No photography signs in place during service and rehearsals. Safeguarding policy note in the porch and where chorister's robe and transepts.



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Explanation of terms used:

- **Potential risk of harm to children** – these are identified risks of harm to children whilst accessing activities in the Diocese/Parish/Club
- **Likelihood of harm happening** – the likelihood of the risk occurring in the Diocese/Parish/Club measured by you as Low/Medium or High.
- **Required Policy, Guidance and Procedure document** – indication of the policy and associated procedures required to alleviate the risk.
- **Responsibility** – provider should indicate where the responsibility for alleviating the risk lies.
- **Further action...** - indicates further action that might be necessary to alleviate any on-going risk.

This Assessment of Harm document has been discussed and completed by the safeguarding panel as the relevant service on 08/03/21

Signed: *William Morton*
Name: **WILLIAM MORTON**
Role: **DEAN**
Date: **16-03-2021**

Signed: *Gavan Woods*
Name: **GAVAN WOODS**
Role: **Administrator (CEO)**
Date: **08 3 21**