



# **SAFEGUARDING**

## **IV**

**Procedure for Responding to Child Safeguarding Concerns  
in Respect of Saint Patrick's Cathedral Workers**

**2023**

Adopted by the Board of Saint Patrick's Cathedral

## The Cathedral's Mission

As the National Cathedral of the Church of Ireland, we strive to follow the path of Saint Patrick to witness the love and power of God made known in Jesus Christ. We do this through a ministry of worship and welcome, holiness, and hospitality to all. Saint Patrick's Cathedral is the National Cathedral of the Church of Ireland, a member church of the Anglican/Episcopalian Communion, with services every day, which all are welcome to attend. The Cathedral choirs sing at one or more of these daily services, continuing an ancient tradition of prayer and music offered to glorify God, a pattern of worship with its roots in the thirteenth century.

## Document Revisions

Revision	Date Adopted	Review Date	Description
0	23 <sup>rd</sup> October 2023	Before 31 <sup>st</sup> October 2025	New Procedure Document

## Safeguarding Series & Related Documents

- Safeguarding I: Child Safeguarding Statement: with detailed risk assessment
- Safeguarding II: Code of Behaviour: for working with children and young people
- Safeguarding III: Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns
- Safeguarding IV: Procedure for Responding to Child Safeguarding Concerns in Respect of Saint Patrick's Cathedral Workers
- Safeguarding V: Mandated Persons Policy and Procedures
- Safeguarding VI: Procedure for the Appointment of Relevant Person
- Safeguarding VII: Child Safeguarding Information and Training Strategy
- Safeguarding VIII: Procedure for Implementation, Monitoring, and Review of Safeguarding Policies and Procedures
- Staff Handbook
- Volunteer Policy & Agreement
- The Constitution of The Church of Ireland
- Safeguarding Trust: The Church of Ireland Code of Good Practice for Ministry with Children

## Acknowledgements

This policy was produced in consultation with Michael Lynch Safeguarding ([michaellynchsafeguarding.com](http://michaellynchsafeguarding.com)) by the Education & Safeguarding Officer, Clark Brydon ([safeguarding@stpatrikscathedral.ie](mailto:safeguarding@stpatrikscathedral.ie)).

## Table of Contents

<b>1. Introduction</b>	<b>5</b>
1.1. The Cathedral	5
1.2. Statement of Commitment	5
1.3. Purpose of Procedure	5
1.4. Scope of Procedure	6
1.5. Key Definitions	6
<b>2. Key Roles and Responsibilities</b>	<b>10</b>
2.1. All Workers	10
2.2. The Board	10
2.3. The Dean	10
2.4. The Designated Liaison Person (DLP) and Deputy DLP	11
2.5. Safeguarding Officer	11
2.6. Safeguarding Trust Panel	11
2.7. Support Person for the Complainant	12
2.8. Advisor to the Respondent	12
<b>3. Safeguarding Concerns in Respect of Cathedral Personnel</b>	<b>14</b>
3.1. Reporting Concerns and Liaising with Statutory Authorities	14
3.2. Ongoing Liaison with Complainant	14
3.3. Ongoing Liaison with Respondent	15
3.4. Members of the Clergy Subject to Safeguarding Concerns	15
3.5. Members of Staff Subject to Safeguarding Concerns	16
3.6. Volunteers Subject to Safeguarding Concerns	18
3.7. External Contractors Subject to Safeguarding Concerns	19
3.8. Erroneous Reporting of Safeguarding Concerns	20
3.9. Supports for Workers who are the Subject of a Complaint	21
3.10. Protected Disclosures	21
<b>4. Managing Information</b>	<b>22</b>
<b>5. Review and Audit</b>	<b>22</b>
<b>Appendix 1: Relevant Legislation and Publications</b>	<b>23</b>
Ap1.1. Child and Family Agency Act 2013	23
Ap1.2. Child Care Act 1991	23
Ap1.3. Children Act 2001	23
Ap1.4. Children First Act 2015	23
Ap1.5. Children First: National Guidance for the Protection and Welfare of Children	23
Ap1.6. Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012	23
Ap1.7. Data Protection Acts 1988 to 2018	23

Ap1.8. Domestic Violence Act 2018.....	23
Ap1.9. Freedom of Information Act 2014.....	24
Ap1.10. National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.....	24
Ap1.11. Non-Fatal Offences against the Person Act 1997.....	24
Ap1.12. Protected Disclosures Act 2014.....	24
Ap1.13. Protected Disclosures (Amendment) Act 2022.....	24
Ap1.14. Protections for Persons Reporting Child Abuse Act 1998.....	24
Ap1.15. United Nations Convention on the Rights of the Child.....	24
<b>Appendix 2: Safeguarding Trust Panel Terms of References.....</b>	<b>25</b>
Ap2.1. Introduction .....	25
Ap2.2. The Role of the Panel .....	25
Ap2.3. The Responsibilities of the Panel .....	25
Ap2.4. The Powers of the Panel .....	26
Ap2.5. Membership of the Panel .....	26
Ap2.6. Expertise of the Panel Members .....	26
Ap2.7. The Chair.....	26
Ap2.8. Review and Assessment.....	27

# 1. Introduction

## 1.1. The Cathedral

Saint Patrick's Cathedral is the National Cathedral of the Church of Ireland, a member church of the Anglican Communion. We provide religious, educational, musical, and recreational activities and services to children on a daily basis through a range of local services.

Saint Patrick's Cathedral has a Common Law 'duty of care' to the children availing of its services. We must ensure that the standard of care provided meets reasonable expectations, bearing in mind the generally accepted good practice standards. Those standards include the implementing, monitoring, and regular review of our safeguarding policies and procedures.

Saint Patrick's Cathedral is a relevant service as defined in the Children First Act 2015 and as required by Section 11 of that act, we have prepared a Child Safeguarding Statement. This document provides procedure, guidance, and instruction in respect of any member of workers who is the subject of any investigation (howsoever described) in respect of any act, omission, or circumstance in respect of a child.

## 1.2. Statement of Commitment

The safety and welfare of children is everyone's responsibility. Saint Patrick's Cathedral is committed to safeguarding from harm all children and young people availing of its services. We are committed to promoting the rights of the child, including the participation of children and young people in matters that affect them. It is our policy that all children will be safeguarded from harm and abuse, and that any protection and welfare concerns coming to the attention of Saint Patrick's Cathedral or its workers will be reported to the Child and Family Agency (Tusla) and An Garda Síochána, as appropriate.

This commitment includes taking all appropriate and necessary steps to protect children availing of Saint Patrick's Cathedral's services and activities where a worker is the subject of any investigation (howsoever described) in respect of any act, omission, or circumstance in respect of a child.

Saint Patrick's Cathedral is committed to adherence to and implementation of the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.

In accordance with Chapter XVI of the Constitution of the Church of Ireland, *Safeguarding Trust: The Church of Ireland Code of Good Practice for Ministry with Children*, approved by the Standing Committee of the General Synod, and reported to the General Synod, hereinafter referred to as *Safeguarding Trust*, shall be implemented and adhered to within Saint Patrick's Cathedral. The Board of Saint Patrick's Cathedral will ensure that *Safeguarding Trust* is implemented and adhered to within Saint Patrick's Cathedral.

## 1.3. Purpose of Procedure

The purpose of this document is to specify the procedures in place and to provide information to workers in Saint Patrick's Cathedral, and to parents, carers, guardians, Tusla workers, and members of the public, in respect of any worker in Saint Patrick's Cathedral who is the subject of any investigation (howsoever described) in respect of any act, omission, or circumstance in respect of a child.

This document should be read, where appropriate, in conjunction with Saint Patrick's Cathedral's:

- Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns,
- Staff Handbook, and
- Volunteer Policy & Agreement,

along with:

- Safeguarding Trust: The Church of Ireland Child Safeguarding Policy, and
- The Constitution of the Church of Ireland.

The procedures outlined in this document have been developed to comply with the requirements outlined in paragraph (b) of section 11(3), of the Children First Act 2015 and in accordance with *Children First: National Guidance for the Protection and Welfare of Children (2017)*, issued by the Minister for Children and Youth Affairs pursuant to section 6 of the Children First Act 2015.

The procedures outlined in this document are also designed to fulfil Saint Patrick's Cathedral's Common Law 'duty of care' to the children availing of our services.

Our Child Safeguarding Statement and this procedure operate alongside *Safeguarding Trust*. These documents combined provide a framework for all working in Saint Patrick's Cathedral on how to respond to child safeguarding concerns in respect of workers in Saint Patrick's Cathedral.

#### **1.4. Scope of Procedure**

This procedure applies to all workers in Saint Patrick's Cathedral. Any reference to 'worker' in this procedure applies to the Board, the Dean, clergy, staff, and volunteers of Saint Patrick's Cathedral, and to persons contracted to do work on behalf of Saint Patrick's Cathedral.

The procedures outlined in this document relate to all child safeguarding concerns in respect of workers in Saint Patrick's Cathedral that come to the attention of other Saint Patrick's Cathedral workers.

#### **1.5. Key Definitions**

Below are some key definitions that apply to terms used throughout this document.

##### **Child:**

The Child Care Act 1991 defines a 'child' as a person under the age of 18 years, other than a person who is or has been married. However, since 1<sup>st</sup> January 2019, both persons in a marriage must have attained the age of 18 years for their marriage to be valid in the Republic of Ireland. Any reference to 'child' or 'children' in this document means a person under the age of 18 years.

##### **Child Protection Concern:**

The term 'child protection concern' is used when there are reasonable grounds for believing that a child may have been, is being, or is at risk of being neglected or physically, sexually, or emotionally abused.

##### **Child Safeguarding Concern:**

Safeguarding is more than intervening where there is a child protection or child welfare concern. Safeguarding begins with promotion and preventative activity, which enables children and young people to grow up safely and securely in circumstances where their development and well-being are not adversely affected. It includes support to families and early intervention to meet the needs of children and

continues through to child protection. A child safeguarding concern relating to workers in Saint Patrick's Cathedral includes a concern that a worker, through any act, omission, or circumstance in respect of a child, may have:

- harmed or abused a child, or may pose a risk of harm or abuse to a child,
- become the subject of any investigation (howsoever described) in respect of an act, omission or circumstance in respect of a child,
- committed a criminal offence in relation to a child,
- breached this Code of Behaviour and/or any other Saint Patrick's Cathedral child safeguarding policy or procedure, or
- behaved contrary to professional practice, policy, and procedures at Saint Patrick's Cathedral, with regard to working or interacting with children,

including concerns that arise outside of the worker's role at Saint Patrick's Cathedral.

A child safeguarding concern that constitutes a breach of our policy or procedures is not necessarily reportable to Tusla or An Garda Síochána, unless the breach is so serious that it constitutes a child protection concern.

#### **Child Safeguarding Statement:**

The 'Child Safeguarding Statement' is a statement, defined in the Children First Act 2015, specifying the service being provided by Saint Patrick's Cathedral, a written assessment of risk of harm to children, and the principles and procedures to be observed to ensure, as far as practicable, that children availing of the service are safe from harm.

#### **Child Welfare Concern:**

A 'child welfare concern' relates to a problem experienced directly by a child, or by the family of a child, that is seen to impact negatively on the child's health, development, or welfare, and that warrants assessment and support, but may or may not constitute a child protection concern.

#### **Children First:**

'Children First' is an overarching term that refers to the responsibilities of people and organisations as outlined in *Children First: National Guidance for the Protection and Welfare of Children* (DCYA 2017) and/or the Children First Act 2015.

#### **Clergy (or Member of the Clergy):**

'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 the Church of Ireland, serving in or retired from ministry in Saint Patrick's Cathedral, or a minister of any other religion holding or retired from an ecumenical office at Saint Patrick's Cathedral.

#### **Complainant**

The 'Complainant' in this document means the person who reported a child safeguarding concern to Saint Patrick's Cathedral, or the child about whom a report was made and/or the parent/guardian of the child (who is not the Respondent), as appropriate.

#### **Designated Liaison Person (DLP):**

The 'Designated Liaison Person' (DLP) is a senior manager appointed by the Board of Saint Patrick's Cathedral with responsibility for the reporting of child protection and welfare concerns to the statutory authorities, along with ensuring the development and implementation of Saint Patrick's Cathedral's safeguarding policies and procedures. The DLP is a resource for all Saint Patrick's Cathedral workers and the wider Cathedral community, who have any queries or concerns, or require advice or information in relation to our child safeguarding policies and procedures. All references to

the Designated Liaison Person or DLP in this document include the Deputy Designated Liaison Person.

#### **Deputy Designated Liaison Person (Deputy DLP):**

The 'Deputy Designated Liaison Person' (Deputy DLP) performs the role of Designated Liaison Person as delegated by, or in the absence of, the DLP. All references to the Designated Liaison Person or DLP in this document include the Deputy Designated Liaison Person. Saint Patrick's Cathedral may appoint more than one Deputy DLP.

#### **External Contractor**

'External contractor' means any person or company engaged to supply personnel to work within the Cathedral environs. This includes, but is not limited to, cleaning support staff, master craftspeople, security personnel, retail consultants, and similar. In situations where activities take place off-site, external contractors may be engaged by Saint Patrick's Cathedral to provide a service in a location other than the Cathedral.

#### **Harm:**

'Harm,' in relation to a child, is defined by Section 2 of the Children First Act 2015 as:

- (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.

#### **Pastoral Care Worker:**

Any reference to a 'pastoral care worker' in this document includes, unless otherwise stated, a person in one of the following roles:

- Education Officer,
- Schools Officer,
- Master of the Music,
- Organist and Assistant Master of the Music,
- Cathedral Manager,
- Community Officer,
- Members of the Safeguarding Trust Panel who are not members of the clergy.

#### **Respondent:**

The 'Respondent' in this document means a worker in Saint Patrick's Cathedral who is the subject of a child safeguarding concern. The Respondent may be referred to as the Person Subject to the Allegation of Abuse (PSAA) by Tusla or as the suspected offender by An Garda Síochána.

#### **Saint Patrick's Cathedral:**

Any reference to 'Saint Patrick's Cathedral' refers to the National Cathedral and Collegiate Church of Saint Patrick, located on Patrick Street, Dublin D08 H6X3. In the Constitution of the Church of Ireland (as amended in 2023), this church is referred to as 'Saint Patrick's Cathedral, Dublin' (registered number 695957).

#### **Staff:**

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



**Statutory Authorities:**

In this document 'statutory authorities' means An Garda Síochána and the Child & Family Agency (Tusla).

**Volunteer:**

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

**Worker:**

The term worker in this procedure applies to members of the Board, the Dean, clergy, staff, and volunteers of Saint Patrick's Cathedral, and to its external contractors.

## 2. Key Roles and Responsibilities

All workers in Saint Patrick's Cathedral have important roles in relation to child safeguarding concerns.

### 2.1. All Workers

The safety and welfare of children is everyone's responsibility. All workers in Saint Patrick's Cathedral have a responsibility to report to Tusla and/or An Garda Síochána, as appropriate, any child safeguarding concerns that come to their attention as part of their work within Saint Patrick's Cathedral.

Except in emergencies, it is the policy of Saint Patrick's Cathedral that all workers will report to the Designated Liaison Person (DLP) any child safeguarding concerns that come to their attention in respect of another worker in Saint Patrick's Cathedral. The DLP will then make a report to the relevant statutory authorities on behalf of, or jointly with, the reporting worker when necessary and appropriate.

Each worker has a responsibility to keep safeguarding concerns **confidential**. Such concerns must be discussed only with the DLP and the appropriate statutory authorities. Workers in Saint Patrick's Cathedral must provide to the DLP all notes and/or records in their possession regarding child safeguarding concerns for secure and confidential storage.

All workers in Saint Patrick's Cathedral have a responsibility to keep themselves informed of Saint Patrick's Cathedral policy and procedures regarding child safeguarding. Each worker must attend safeguarding training before working with children, and every three years thereafter.

### 2.2. The Board

The Board of Saint Patrick's Cathedral must ensure that the structures and suitably trained people are in place to implement our procedures, including through the appointment of:

- a Designated Liaison Person (DLP),
- at least one Deputy Designated Liaison Person (DDL),
- a Safeguarding Trust Panel.

The Board is also responsible for:

- the adoption of all policies and procedures relating to child safeguarding,
- oversight and governance of the proper implementation of child safeguarding policies and procedures, and promoting a safeguarding culture at Saint Patrick's Cathedral.

### 2.3. The Dean

The Dean, as Chair of the Board, must:

- affirm annually, through the Church of Ireland's safeguarding returns procedure, that safeguarding policies are being properly implemented (this function may be devolved to the DLP and Safeguarding Trust Panel),
- adopt a Child Safeguarding Statement following the completion of an Assessment of Harm, reviewing the Child Safeguarding Statement every 24 months thereafter, or earlier where there is a material change to legislation or national policy, or an incident relating to matters covered in the statement,
- place child safeguarding as a standing item on the agenda of Board meetings,
- receive and review reports from the Safeguarding Trust Panel and DLP at Board meetings.

## 2.4. The Designated Liaison Person (DLP) and Deputy DLP

The main role of the Designated Liaison Person (DLP), for the purpose of this procedure, is to:

- take reports of safeguarding concerns, including those relating to Saint Patrick’s Cathedral and its activities,
- report to and liaise with statutory agencies on behalf of Saint Patrick’s Cathedral,
- inform the Dean, Administrator, and Safeguarding Trust Panel – in non-specific terms – of safeguarding concerns relating to workers in Saint Patrick’s Cathedral,
- liaise as appropriate with:
  - the complainant and/or the complainant’s parents, carers or guardians, and/or the support person for the complainant, as appropriate,
  - the advisor to the respondent,
  - the Dean and Administrator,
  - the Safeguarding Trust Panel,
  - the Church of Ireland Safeguarding Officer for the Republic of Ireland,
  - the statutory authorities.

The Safeguarding Officer of Saint Patrick’s Cathedral is appointed as the Designated Liaison Person for the Cathedral. Another manager/supervisor will be appointed as the Deputy Designated Liaison Person.

The Deputy Designated Liaison Person performs the role of Designated Liaison Person as delegated by, or in the absence of, the Designated Liaison Person. The responsibilities of the DLP are outlined in more detail in Saint Patrick’s Cathedral’s Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

When a Deputy DLP receives a report of a safeguarding concern, all notes and records in the possession of the Deputy DLP must be provided to the DLP for secure and confidential storage, whether or not a report has been made to the statutory authorities.

### Designated Liaison Persons’ Contact Details:

Role	Name	Phone	Email
Designated Liaison Person (DLP)	Mr Clark Brydon	+353 861030931	safeguarding@stpatrickscathedral.ie
Deputy Designated Liaison Person (Deputy DLP)	Ms Laura Coyle	+353 14539472	supervisors@stpatrickscathedral.ie

## 2.5. Safeguarding Officer

The Safeguarding Officer performs the role of the Designated Liaison Person in Saint Patrick's Cathedral and has all the responsibilities of the DLP, as outlined above.

## 2.6. Safeguarding Trust Panel

The Safeguarding Trust Panel is a sub-committee of the Board and is chaired by the Dean. The panel is nominated by the Dean and appointed by the Board. The panel has a minimum membership of three people, ensures mixed-gender representation, and comprises both clergy and lay panel members.

The role of the Safeguarding Trust Panel, on behalf of the Board, is the oversight, evaluation, and support of the DLP, and the promotion of an effective safeguarding culture within Saint Patrick's Cathedral. The responsibilities of the panel with regard to this specific procedure document include:

- advising the Board on the most appropriate policy and operational framework for safeguarding within Saint Patrick's Cathedral,
- ensuring consistent implementation of policy and procedures across all departments and services,
- ensuring a professional and non-judgmental response to disclosures of abuse or other safeguarding concerns relating to Saint Patrick's Cathedral,
- assisting, supporting, and advising the DLP when a disclosure of abuse has been reported to Tusla or when another safeguarding concern arises, with a view to examining and evaluating what actions, if any, are required by Saint Patrick's Cathedral to improve systems and practice to reduce the risk of any further abuse occurring,
- appointing a Support Person for the Complainant,
- appointing an Advisor to the Respondent, where a worker is the Respondent,
- monitoring, 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.

The full Safeguarding Trust Panel Terms of Reference may be found in Appendix 2.

## **2.7. Support Person for the Complainant**

Every complainant is offered access to a suitable Support Person, who is appointed by the Safeguarding Trust Panel as part of the case management process. It is the prerogative of the complainant whether or not they wish to accept the assistance of a Support Person. Where the complainant declines the offer of a Support Person, the DLP should make every effort to perform the role, unless the complainant also declines such assistance.

The role of the Support Person is to ensure that the complainant is appropriately supported throughout the process of disclosure and thereafter. If the complainant is a child, then support will be offered to the child and to their parent(s)/guardian(s).

The Support Person's role includes:

- keeping the complainant informed of the progress of the case,
- helping the complainant to identify and access counselling and support,
- making a record of any meetings or contact with the complainant, and passing on relevant information to the DLP, as appropriate.

The Support Person must not:

- act in the role of counsellor to the complainant, or
- manage or have access to the case file (except in the event of the DLP performing the role).

## **2.8. Advisor to the Respondent**

Every respondent, who is a worker in Saint Patrick's Cathedral, is offered access to a suitable Advisor, who is appointed by the Safeguarding Trust Panel as part of the case management process. The DLP, the Dean, the Administrator, and members of the Safeguarding Trust Panel should never be appointed as an Advisor to the respondent.

The role of the Advisor is to:

- keep the respondent informed of the progress of the case,
- help direct the respondent to counselling and support,
- make a record of any meetings or contact with the respondent, and report to the DLP as appropriate.

The Advisor must not:

- act in the role of counsellor to the complainant,
- advocate for the respondent,
- provide any character references for the respondent,
- manage or have access to the case file.

### **3. Safeguarding Concerns in Respect of Cathedral Personnel**

When a child safeguarding concern arises in respect of a worker, the priority of Saint Patrick's Cathedral is to protect the child concerned and/or other children, whilst observing the rights of the Respondent. Saint Patrick's Cathedral has a dual responsibility in respect of both the child and the worker and will endeavour to ensure a quick resolution of the matter for the benefit of all concerned.

**The welfare and safety of children will – at all times – be the paramount consideration.**

A child safeguarding concern relating to workers in Saint Patrick's Cathedral includes a concern that a worker, through any act, omission, or circumstance in respect of a child, may have:

- harmed or abused a child, or may pose a risk of harm or abuse to a child,
- become the subject of any investigation (howsoever described) in respect of that act, omission, or circumstance in respect of a child,
- committed a criminal offence in relation to a child,
- breached Saint Patrick's Cathedral's Code of Behaviour and/or any other Saint Patrick's Cathedral child safeguarding policy or procedure, or
- behaved contrary to professional practice, policy, and procedures at Saint Patrick's Cathedral, with regard to working or interacting with children,

and includes concerns that arise outside of the worker's role at Saint Patrick's Cathedral.

Saint Patrick's Cathedral will ensure that all parties involved are dealt with appropriately and fairly. Saint Patrick's Cathedral will apply fair procedure in accordance with the rules of natural justice and relevant employment law.

#### **3.1. Reporting Concerns and Liaising with Statutory Authorities**

Each concern involving a worker will be handled in accordance with Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns, along with this procedure.

Workers in Saint Patrick's Cathedral must ensure that actions taken by the organisation do not frustrate or undermine any Garda investigations or Tusla assessments. Continued liaison between Saint Patrick's Cathedral and the statutory authorities should be maintained whilst any investigation is in progress.

#### **3.2. Ongoing Liaison with Complainant**

A Support Person will be appointed by the Safeguarding Trust Panel at Saint Patrick's Cathedral to liaise with the complainant and/or the complainant's parent/guardian, as appropriate. The Support Person's role includes:

- updating the complainant as to the progress of the case,
- helping the complainant identify and access counselling and support,
- making a record of any meetings or contact with the complainant, and passing on relevant information to the DLP, as appropriate.

Where the complainant declines the offer of a separate Support Person, or the Support Person is unavailable, the DLP should make every effort to perform the role, unless the complainant also declines such assistance.

### 3.3. Ongoing Liaison with Respondent

When a worker is the subject of a safeguarding concern, the respondent is offered access to a suitable Advisor, who is appointed by the Safeguarding Trust Panel as part of the case management process. This may be any person deemed suitable by the Safeguarding Trust Panel, except the DLP, the Dean, the Administrator, and members of the Safeguarding Trust Panel, all of whom should never be appointed as an Advisor to the respondent.

The role of the Advisor is to:

- keep the respondent informed of the process of the case,
- help direct the respondent to counselling and support,
- make a record of any meetings or contact with the respondent, and report to the DLP as appropriate.

In the event that the Respondent is the Dean, the Board of Saint Patrick's Cathedral will appoint an Advisor to liaise with the Respondent. The Dean must not be involved in the decisions made by the Board.

### 3.4. Members of the Clergy Subject to Safeguarding Concerns

When Saint Patrick's Cathedral becomes aware of a safeguarding concern in respect of a member of the Clergy that constitutes:

- knowledge, belief, or reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed as defined by the Children First Act 2015, or
- reasonable grounds for concern that a child has been, is being, or is at risk of being abused or neglected, and/or
- a criminal offence in relation to a child,

the DLP will report the matter to the relevant statutory authorities, in respect of the child and the respondent, in accordance with Saint Patrick's Cathedral Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

The DLP will report the matter to the Dean, Administrator, and the Safeguarding Trust Panel, making recommendations as to the actions that should be taken in respect of the respondent. The DLP and/or the Administrator should consult with An Garda Síochána and/or Tusla to consider the timing and nature of any action to be taken in respect of the respondent to prevent further risk of harm to the child or any other person, including the respondent, or to prevent interference with any evidence that may be available.

The Safeguarding Trust Panel will appoint an Advisor to the respondent as outlined in Section 3.3 above.

The Dean, the Administrator, and the DLP will consider the appropriate measures to be taken in respect of the respondent's role at Saint Patrick's Cathedral, **the paramount consideration being the welfare of children**. The measures taken will be proportionate to the perceived level of risk to any child in the care of Saint Patrick's Cathedral and to the safeguarding reputation of Saint Patrick's Cathedral. Any action to safeguard children in respect of a member of the Clergy will be taken in accordance with the rules of natural justice and the Constitution of the Church of Ireland.

Such action taken may include:

- (a) removing the member of the clergy from ministry and any activities with children pending the outcome of any investigation(s), and/or
- (b) reassigning the member of the clergy to other duties, and/or
- (c) providing a chaperone to the member of the clergy, and/or
- (d) providing appropriate levels of supervision for the member of the clergy.

Saint Patrick's Cathedral acknowledges that any action taken, such as removal from ministry, is without prejudice to the respondent, does not presume guilt, and will not pre-empt the outcome of any investigation. Measures (b), (c), and (d) are conditional on what is reasonably practical for Saint Patrick's Cathedral and removal from ministry may be necessary as a precaution to safeguard children pending the outcome of any investigation(s).

Having consulted with An Garda Síochána and/or Tusla as necessary, the Dean, supported by the DLP, will inform the respondent of the nature of the complaint and any initial actions being taken or considered in respect of the Respondent. Should the respondent avail of their right to respond to the complaint, the Dean should note the response and forward it to the DLP, who will advise the statutory authorities. The respondent should be offered the option of having representation and should be informed that any response made will be noted and shared with statutory authorities.

When all investigations/assessments conducted by the statutory authorities are complete, regardless of the outcome, the DLP will conduct or arrange a risk assessment in relation to the suitability of the respondent to continue or resume ministry and working with children as part of their role in Saint Patrick's Cathedral. Any required disciplinary action will be taken in accordance with the rules of natural justice and the Constitution of the Church of Ireland, and will consider the outcome of the risk assessment conducted or arranged by the DLP.

When a concern raised regarding a member of the clergy relates to a potential breach of Saint Patrick's Cathedral's Code of Behaviour, or any other Saint Patrick's Cathedral practice, policy, or procedure with regard to safeguarding children, but **does not** constitute:

- reasonable grounds for concern for reporting to the statutory authorities,
- harm or risk of harm to children as defined by the Children First Act 2015, or
- a criminal offence in relation to a child,

the DLP, and/or the Dean, and/or the Administrator will deal with the matter, which may include an informal approach, or more serious action, depending on the nature or seriousness of the breach. The action taken should consider the outcome of a risk assessment conducted or arranged by the DLP regarding the suitability of the member of the clergy to continue or resume working with children as part of their position.

In the event that the Respondent is the Dean, the Dean's functions – as prescribed above – will be undertaken by the Precentor. The Dean must not be involved in any of the Cathedral's decision-making regarding the safeguarding matter. Upon the advice of the DLP, the Administrator, and the Safeguarding Trust Panel, it may prove necessary for the Dean to be removed from ministry and any activities with children (with pay) pending the outcome of any investigation(s), which will be permitted and enacted by resolution of the Board (excluding the Dean). In such a situation, the Precentor will assume the responsibilities of the Dean, as if the office of Dean were vacant.

### **3.5. Members of Staff Subject to Safeguarding Concerns**

When Saint Patrick's Cathedral becomes aware of a safeguarding concern in respect of a staff member of Saint Patrick's Cathedral that constitutes:

- knowledge, belief, or reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed as defined by the Children First Act 2015, or
- reasonable grounds for concern that a child has been, is being, or is at risk of being abused or neglected, and/or
- a criminal offence in relation to a child,



the DLP will report the matter to the relevant statutory authorities, in respect of the child and the Respondent, in accordance with Saint Patrick's Cathedral Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

The DLP will report the matter to the Dean, Administrator, and the Safeguarding Trust Panel, making recommendations as to the actions that should be taken in respect of the Respondent. The DLP and/or the Administrator should consult with An Garda Síochána and/or Tusla to consider the timing and nature of any action to be taken in respect of the respondent to prevent further risk of harm to the child or any other person, including the respondent, or to prevent interference with any evidence that may be available.

The Safeguarding Trust Panel will appoint an Advisor to the respondent as outlined in Section 3.3 above.

The Dean, the Administrator, and the DLP will consider the appropriate measures to be taken in respect of the respondent's role at Saint Patrick's Cathedral, **the paramount consideration being the welfare of children**. The measures taken will be proportionate to the perceived level of risk to any child in the care of Saint Patrick's Cathedral and to the safeguarding reputation of Saint Patrick's Cathedral. Any action to safeguard children in respect of a staff member will be taken in accordance with Saint Patrick's Cathedral's Staff Handbook.

Such action taken may include:

- (a) placing the staff member on leave or suspension (with pay) pending the outcome of any investigation(s), and/or
- (b) reassigning the staff member to other duties, and/or
- (c) providing a chaperone to the staff member, and/or
- (d) providing appropriate levels of supervision for the staff member.

Saint Patrick's Cathedral acknowledges that any action taken, such as suspension, is without prejudice to the respondent, does not presume guilt, and will not pre-empt the outcome of any investigation. Measures (b), (c), and (d) are conditional on what is reasonably practical for Saint Patrick's Cathedral and suspension may be necessary as a precaution to safeguard children pending the outcome of any investigation(s).

Having consulted with An Garda Síochána and/or Tusla as necessary, the Administrator, supported by the DLP, will inform the respondent of the nature of the complaint and any initial actions being taken or considered in respect of the Respondent. Should the respondent avail of their right to respond to the complaint, the Administrator should note the response and forward it to the DLP, who will advise the statutory authorities. The respondent should be offered the option of having representation and should be informed that any response made will be noted and shared with statutory authorities.

When all investigations/assessments conducted by the statutory authorities are complete, regardless of the outcome, the DLP will conduct or arrange a risk assessment in relation to the suitability of the respondent to continue or resume working with children as part of their employment with Saint Patrick's Cathedral. Any required disciplinary action will be taken in accordance with the disciplinary procedures outlined in Saint Patrick's Cathedral's Staff Handbook and will consider the outcome of the risk assessment conducted or arranged by the DLP.

When a concern raised regarding a staff member in Saint Patrick's Cathedral relates to a potential breach of Saint Patrick's Cathedral's *Code of Behaviour*, or any other Saint Patrick's Cathedral practice, policy, or procedure with regard to interacting with children, but **does not** constitute:

- reasonable grounds for concern for reporting to the statutory authorities,
- harm or risk of harm to children as defined by the Children First Act 2015, or
- a criminal offence in relation to a child,

the DLP and/or the Administrator will deal with the matter in accordance with the disciplinary procedures in Saint Patrick's Cathedral's Staff Handbook, which may include an informal approach, or more serious

action, depending on the nature or seriousness of the breach. The action taken should consider the outcome of a risk assessment conducted or arranged by the DLP regarding the suitability of the worker to continue or resume working with children as part of their employment.

In the event that the Respondent is the DLP, the DLP's functions – as prescribed above – will be undertaken by the Deputy DLP, supported by the Administrator. The DLP must not be involved in any of the Cathedral's decision-making regarding the safeguarding matter.

In the event that the Respondent is the Administrator, the Administrator's functions – as prescribed above – will be undertaken by the Dean. The Administrator must not be involved in any of the Cathedral's decision-making regarding the safeguarding matter.

### 3.6. Volunteers Subject to Safeguarding Concerns

When Saint Patrick's Cathedral becomes aware of a safeguarding concern that relates to a volunteer that constitutes:

- knowledge, belief, or reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed as defined by the Children First Act 2015, or
- reasonable grounds for concern that a child has been, is being, or is at risk of being abused or neglected, and/or
- a criminal offence in relation to a child,

the DLP will report the matter to the relevant statutory authorities, in respect of the child and the respondent, in accordance with Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

The DLP will report to the Dean, Administrator, and the Safeguarding Trust Panel, making recommendations as to the actions that should be taken in respect of the respondent. The DLP and/or the Administrator should consult with An Garda Síochána and/or Tusla to consider the timing and nature of any action to be taken in respect of the respondent to prevent further risk of harm to the child or any other person, including the respondent, or interference with any evidence that may be available.

The Safeguarding Trust Panel will appoint an Advisor to the respondent as outlined in Section 3.3 above.

The Dean, the Administrator, and the DLP will consider the appropriate measures to be taken in respect of the respondent, **the paramount consideration being the welfare of children**. The measures taken will be proportionate to the perceived level of risk to any child and to the safeguarding reputation of Saint Patrick's Cathedral.

Such action taken may include:

- (a) ending the relationship with the volunteer pending the outcome of any investigation(s), and/or
- (b) reassigning the volunteer to other duties, and/or
- (c) providing a chaperone to the volunteer, and/or
- (d) providing appropriate levels of supervision for the volunteer.

Saint Patrick's Cathedral acknowledges that any action taken, such as ending the volunteer relationship, is without prejudice to the respondent, does not presume guilt, and will not pre-empt the outcome of any investigation. Ending the relationship with the volunteer may be necessary as a precaution to safeguard children pending the outcome of any investigation(s). Any action to safeguard children in respect of a volunteer will be taken in accordance with Saint Patrick's Cathedral's Volunteer Policy & Agreement.

Having consulted with An Garda Síochána and/or Tusla as necessary, the Administrator, supported by the DLP, will inform the respondent of the nature of the complaint and any action being taken or considered in respect of the respondent. Should the respondent avail of their right to respond to the complaint, the worker informing them of the nature of the complaint should note the response and forward it to the DLP, who will advise the statutory authorities. The respondent should be offered the option of having representation and should be informed that any response will be noted and shared with statutory authorities.

When all investigations/assessments conducted by the statutory authorities are complete, regardless of the outcome, the DLP will conduct or arrange a risk assessment in relation to the suitability of the respondent to continue or resume working with Saint Patrick's Cathedral. Any disciplinary action will be taken in accordance with Saint Patrick's Cathedral's Volunteer Policy & Agreement and may consider the outcome of the risk assessment conducted or arranged by the DLP.

When a concern raised regarding a volunteer relates to a potential breach of Saint Patrick's Cathedral's Code of Behaviour, or any other Saint Patrick's Cathedral policy or procedure with regard to safeguarding children, but **does not** constitute:

- reasonable grounds for concern for reporting to the statutory authorities,
- harm or risk of harm to children as defined by the Children First Act 2015, or
- a criminal offence in relation to a child,

the DLP and/or the Administrator, if it is a less serious breach, may deal with the respondent by way of informal approach, verbal warning, or re-training.

More serious breaches, or repeated minor breaches, will be considered by the DLP and/or Administrator and may result in written warnings and/or Saint Patrick's Cathedral ending its relationship with the volunteer. The action taken should consider the outcome of a risk assessment conducted or arranged by the DLP regarding the suitability of the respondent to continue or resume providing services to Saint Patrick's Cathedral.

### **3.7. External Contractors Subject to Safeguarding Concerns**

All external contractors and their employees are required to observe Saint Patrick's Cathedral's Code of Behaviour and all other Saint Patrick's Cathedral policies and procedures with regard to safeguarding children.

When Saint Patrick's Cathedral becomes aware of a safeguarding concern that relates to an external contractor, or an employee of the contractor, constitutes:

- knowledge, belief, or reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed as defined by the Children First Act 2015, or
- reasonable grounds for concern that a child has been, is being, or is at risk of being abused or neglected, and/or
- a criminal offence in relation to a child,

the DLP will report the matter to the relevant statutory authorities, in respect of the child and the Respondent, in accordance with Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

The DLP will report to the Dean, Administrator, and the Safeguarding Trust Panel, making recommendations as to the actions that should be taken in respect of the respondent. The DLP and/or the Administrator should consult with An Garda Síochána and/or Tusla to consider the timing and nature of any action to be taken in respect of the respondent to prevent further risk of harm to the child or any other person, including the respondent, or interference with any evidence that may be available.

The Dean, the Administrator, and the DLP will then consider the appropriate measures to be taken in respect of the respondent, **the paramount consideration being the welfare of children**. The measures taken will be proportionate to the perceived level of risk to any child and to the safeguarding reputation of Saint Patrick's Cathedral.

Such action taken may include revoking any permission the respondent had to enter Saint Patrick's Cathedral and/or engage in any Saint Patrick's Cathedral activities pending the outcome of any investigation(s). Saint Patrick's Cathedral acknowledges that any such action taken is without prejudice to the respondent and does not presume guilt, but may be necessary as a precaution to safeguard children pending the outcome of any investigation(s).

Having consulted with An Garda Síochána and/or Tusla as necessary, the Administrator, supported by the DLP, will inform the respondent and the external contractor of the nature of the complaint and any action being taken or considered in respect of the respondent. Should the respondent avail of their right to respond to the complaint, the worker informing them of the nature of the complaint should note the response and forward it to the DLP, who will advise the statutory authorities. The respondent should be offered the option of having representation and should be informed that any response will be noted and shared with statutory authorities.

When all investigations/assessments conducted by the statutory authorities are complete, regardless of the outcome, the DLP will conduct or arrange a risk assessment in relation to the suitability of the respondent to continue or resume providing services to Saint Patrick's Cathedral.

When a concern raised regarding an external contractor, or an employee of the contractor, relates to a potential breach of Saint Patrick's Cathedral's Code of Behaviour, or any other Saint Patrick's Cathedral policy or procedure with regard to safeguarding children, but **does not** constitute:

- reasonable grounds for concern for reporting to the statutory authorities,
- harm or risk of harm to children as defined by the Children First Act 2015, or
- a criminal offence in relation to a child,

the DLP and/or the Administrator may, if it is a less serious breach, deal with the respondent and/or the external contractor by way of advice or warning.

More serious breaches, or repeated minor breaches, will be considered by the DLP and/or Administrator and may result in revoking any permission the respondent had to enter Saint Patrick's Cathedral and/or engage in any Saint Patrick's Cathedral activities. The action taken should consider the outcome of a risk assessment conducted or arranged by the DLP regarding the suitability of the respondent to continue or resume providing services to Saint Patrick's Cathedral.

### **3.8. Erroneous Reporting of Safeguarding Concerns**

Workers in Saint Patrick's Cathedral may feel vulnerable to accusations of abuse or accusations relating to breaches of Saint Patrick's Cathedral's Code of Behaviour. This may arise from a misunderstanding, a misinterpretation of non-abusive behaviour, from a genuine mistake, or from vexatious, malicious, or fabricated reporting. Saint Patrick's Cathedral will ensure that all reports are dealt with sensitively, that appropriate levels of confidentiality are maintained, and that fair procedure will apply whilst ensuring the safeguarding of children.

A report or complaint not being upheld does not mean that it is malicious. However, any report alleging a child safeguarding concern made by a worker in Saint Patrick's Cathedral, and found to be vexatious,

malicious, or fabricated, will be treated as misconduct and subject to action under Saint Patrick's Cathedral's Disciplinary Procedures in the Staff Handbook or Volunteer Policy & Agreement, as appropriate.

### **3.9. Supports for Workers who are the Subject of a Complaint**

Saint Patrick's Cathedral recognises that being the subject of a complaint, and any related measures taken by Saint Patrick's Cathedral, can have a negative and isolating impact. As outlined above, the Safeguarding Trust Panel will appoint an Advisor to liaise with the Respondent, providing updates on the progress of the complaint, where appropriate, and directing the respondent to counselling and support.

Any employee with any worries or concerns about any aspect of their current situation may avail of our Employee Assistance Programme provided by VHI. Employees in Saint Patrick's Cathedral have access to a confidential 24-hour telephone counselling service on 1800 995 955 or by accessing the VHI Employee Assistance Programme website at [www.wellbeing-4life.com](http://www.wellbeing-4life.com)

### **3.10. Protected Disclosures**

Workers within Saint Patrick's Cathedral must report to the DLP any safeguarding concerns they may have about the behaviour of another worker within Saint Patrick's Cathedral. These concerns may relate to breaches of the Code of Behaviour or suspected or witnessed abuse, and 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 will be advised they may make a report to the statutory agencies themselves.

The Protected Disclosures Act 2014 as amended by the Protected Disclosures (Amendment) Act 2022 aims to protect workers who raise concerns about possible wrongdoing in the workplace. Those acts provide for the making of reports of wrongdoing and for protection and redress for workers. Protected disclosures may be made by all workers, including volunteers.

Protected disclosures relating to relevant safeguarding concerns will be dealt with in accordance with the Saint Patrick's Cathedral's Protected Disclosure Policy in the Staff Handbook, our Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns, our Mandated Persons Policy and Procedures, and, where appropriate, this procedure.

## **4. Managing Information**

All information relating to safeguarding concerns raised by workers in Saint Patrick's Cathedral will be managed in accordance with the instructions in Section 7 of Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

## **5. Review and Audit**

This Procedure for Responding to Child Safeguarding Concerns in respect of Workers in Saint Patrick's Cathedral will be reviewed, along with Saint Patrick's Cathedral's Child Safeguarding Statement, no later than 24 months after its adoption, and no later than every 24 months thereafter. It will be reviewed earlier when there is a material change to legislation and policy, or if there is an incident relating to matters covered in this policy.

See also our Procedure for Implementation, Monitoring, and Review of Safeguarding Policy and Procedures.

## **Appendix 1: Relevant Legislation and Publications**

There are several publications and pieces of legislation relevant to the safeguarding of children. The following indicative list is not intended to be comprehensive but rather to give a sense of the breadth and wide array of relevant legislation.

### **Ap1.1. Child and Family Agency Act 2013**

<http://www.oireachtas.ie/documents/bills28/acts/2013/a4013.pdf>

### **Ap1.2. Child Care Act 1991**

<http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/print.html>

### **Ap1.3. Children Act 2001**

<http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/pdf>

### **Ap1.4. Children First Act 2015**

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

### **Ap1.5. Children First: National Guidance for the Protection and Welfare of Children**

[http://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

### **Ap1.6. Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012**

<http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/pdf>

### **Ap1.7. Data Protection Acts 1988 to 2018**

<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/pdf>

<http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/pdf>

### **Ap1.8. Domestic Violence Act 2018**

<http://www.irishstatutebook.ie/eli/2018/act/6/enacted/en/html>

**Ap1.9. Freedom of Information Act 2014**

<http://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/pdf>

**Ap1.10. National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016**

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf>

**Ap1.11. Non-Fatal Offences against the Person Act 1997**

<http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/pdf>

**Ap1.12. Protected Disclosures Act 2014**

<http://www.irishstatutebook.ie/eli/2014/act/14/enacted/en/pdf>

**Ap1.13. Protected Disclosures (Amendment) Act 2022**

<https://www.irishstatutebook.ie/eli/2022/act/27/enacted/en/html>

**Ap1.14. Protections for Persons Reporting Child Abuse Act 1998**

<http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/pdf>

**Ap1.15. United Nations Convention on the Rights of the Child**

<https://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf>



## Appendix 2: Safeguarding Trust Panel Terms of References

### Ap2.1. 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 representative of the Cathedral Board on the STP will present a written report to the next appropriate meeting of the Board, providing updates on the Panel's actions and detailing any recommendations.

### Ap2.2. The Role of the Panel

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 and 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 the performance of the DLP (and Deputy DLPs, as required) 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.

### Ap2.3. The Responsibilities of the Panel

Safeguarding is a collective responsibility across all departments and each department's primary officer is accountable for their department's 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’s and adults’ activities in a way that supports the Cathedral’s statutory and regulatory roles,
- ensure that the training programmes are in place to enable the Cathedral workers to fulfil their duties and responsibilities in relation to safeguarding,
- ensure that the Cathedral’s regulatory role within multi-agency children’s 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, Meitheal, and the Representative Church Body.

#### **Ap2.4. The Powers of the Panel**

The Panel’s role is supervisory and advisory in nature. As a subcommittee of the Board, they must make recommendations to the Board as appropriate. The Board will authorise any actions required.

#### **Ap2.5. Membership of the Panel**

The Panel shall consist of no fewer than 5 members, including the Chair, of whom no fewer than 2 including the Chair, must be members of the Cathedral Board. The Administrator and DLP must sit in attendance at the Panel. The Deputy DLP is invited to attend. The Administrator may delegate minute-taking and administrative support to a staff member with the agreement of the Chair. The membership of the Panel will be decided at the Board meeting immediately following a triennial vestry meeting. The Panel membership shall not exceed 8 members, not including the Chair. The minimum number required to form a quorum is 3 Panel members, one of which should be the Chair or their nominated deputy.

The Panel 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 Panel.

#### **Ap2.6. Expertise of the Panel Members**

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

#### **Ap2.7. The Chair**

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

## **Ap2.8. Review and Assessment**

An annual review of the Panel 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,
- 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 the improved practice of Garda Vetting compliance, training of workers, internal audits, and regular monitoring recorded and reported to the Board,
- 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 Panel.