



SAFEGUARDING

V

Mandated Persons

Policy and Procedures

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 rd October 2023	Before 31 st 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

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

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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 policy, procedure, guidance, and instruction on the implementation, monitoring, and review of our safeguarding policies and procedures.

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.

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 staff, and to members of the public, in respect of:

- the role of mandated persons at Saint Patrick's Cathedral in reporting of child safeguarding concerns to Tusla and the Garda Síochána in accordance with the Children First Act 2015 and in providing assistance when requested by the Child and Family Agency (Tusla),
- maintaining a list of the persons in Saint Patrick's Cathedral who are mandated persons for the reporting of child protection concerns to Tusla.

The procedures outlined in this document have been developed to comply with the requirements outlined in paragraphs (d), (e) and (f) 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. This document should be read in conjunction with Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

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 its 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 in relation to mandated persons.

1.4. Scope of Procedure

This procedure document 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.

These procedures apply more specifically to those workers who are mandated persons as defined by the Children First Act 2015, such as members of the clergy, pastoral care workers, and our DLP and Deputy DLP(s).

The procedures outlined in this document relate to all child safeguarding concerns indicating that a child may have been harmed, is being harmed, or is at risk of being harmed.

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 1st 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 is 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' in this document includes a child protection or child welfare concern and any breach of Saint Patrick's Cathedral's safeguarding policies and procedures that may put a child or young person at risk.

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.

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.

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.

Mandated Person:

A 'mandated person' is a person who, because of their employment or profession, as specified in Schedule 2 of the Children First Act 2015, has a statutory obligation to report to Tusla concerns that reach or exceed the threshold of harm (as defined in the Children First Act 2015) to a child. A mandated

person must also comply with certain requests from Tusla for information and/or assistance when Tusla are assessing such a mandated report from that or any other mandated person.

Mandated Report:

A 'mandated report' is a report made to Tusla pursuant to Section 14 of the Children First Act 2015 by a mandated person.

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.

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).

Statutory Authorities:

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

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

The safety and welfare of children is everyone's responsibility. All Saint Patrick's Cathedral workers are responsible for reporting identified child safeguarding concerns.

2.1. All Workers

All workers at Saint Patrick's Cathedral have a responsibility to report to the Designated Liaison Person (DLP), and/or to Tusla, any child safeguarding concerns that come to their attention. These responsibilities are outlined in more detail in Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

2.2. 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 from workers at Saint Patrick's Cathedral, and to report to, and liaise with, statutory agencies on behalf of Saint Patrick's Cathedral. The Deputy DLP performs the role of the DLP as delegated by, or in the absence of, the DLP. 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.

The DLP will, as soon as possible after being appointed, create an account with the secure Tusla Portal in order to make all future child protection and welfare reports to Tusla, and to securely share any related information with Tusla.

The Tusla Portal may be found at: <https://portal.tusla.ie/Account/Login>

2.3. Mandated Persons within Saint Patrick's Cathedral

The Children First Act 2015 specifies certain persons as mandated persons, based on the nature of their employment or profession, for the reporting of certain child protection concerns and the provision of certain information and assistance to Tusla.

DLPs are employed by Saint Patrick's Cathedral for the purpose of performing the child welfare and protection function of Saint Patrick's Cathedral as part of their duties, and so they are mandated persons pursuant to paragraph 15(i), Schedule 2 of the Children First Act 2015 (see Appendix 1).

Members of the clergy and pastoral care workers in Saint Patrick's Cathedral are mandated persons pursuant to paragraph 15(g), Schedule 2 of the Children First Act 2015 (see Appendix 1).

All Saint Patrick's Cathedral mandated persons must create an account on and use the secure Tusla Portal to facilitate all future child protection and welfare reports to Tusla, and to securely share any related information with Tusla.

The Tusla Portal may be found at: <https://portal.tusla.ie/Account/Login>

All mandated persons are required to make mandated reports to Tusla directly and may do so separately or jointly. Tusla has made arrangements on the Tusla Portal for joint reporting by mandated persons. It is the

policy of Saint Patrick's Cathedral that mandated reports are made jointly by the mandated person, who first became aware of the information or disclosure, and the DLP.

All workers, including those who are mandated persons, must report all safeguarding concerns to our DLP, who will in turn make all child protection and welfare reports to Tusla and, where appropriate, An Garda Síochána. The DLP will normally complete the report and name the other mandated person to facilitate the joint reporting requirement.

It is anticipated that other mandated persons will make reports to Tusla only in exceptional circumstances where there is an immediate and serious risk of harm to a child and a DLP is unavailable to make the report.

2.4. Reporting to Tusla

Section 14 of the Children First Act 2015 places a statutory obligation on a mandated person to make a mandated report to Tusla, as soon as practicable:

- where the mandated person knows, believes, or has reasonable grounds to suspect, on the basis of information they have received, acquired, or become aware of in the course of their employment or profession, that a child has been harmed, is being harmed, or is at risk of being harmed, or
- where a child believes that they have been harmed, is being harmed, or is at risk of being harmed, and discloses that belief to a mandated person.

The DLP, as a mandated person, will usually make child protection and welfare reports to Tusla via the Tusla Portal (<https://portal.tusla.ie/Account/Login>). Only in exceptional circumstances, where the Tusla Portal is unavailable, a report will be made on a hard-copy Child Protection and Welfare Report Form and delivered to the relevant Tusla office by hand or registered post. As the Tusla Portal may be unavailable only temporarily, the DLP should consider contacting the relevant Tusla office by telephone before submitting a hard-copy version.

2.5. Providing Information and Assistance to Tusla

Section 16 of the Children First Act 2015 places a statutory obligation on a mandated person to provide, as soon as practicable, certain information and/or assistance requested by Tusla. This occurs when Tusla is assessing whether a child has been, is being, or is at risk of being harmed following a report from that or any other mandated person.

Mandated persons at Saint Patrick's Cathedral will securely share any information with Tusla via the Tusla Portal (<https://portal.tusla.ie/Account/Login>), other than in exceptional circumstances, when the information will be shared by hand or registered post. Where the mandated person sharing the information is not a DLP, the mandated person should advise the DLP of the information shared as soon as possible.

3. Procedure for Maintaining a List of Mandated Persons

A list of mandated persons (see Appendix 5) will be maintained by our DLP.

The DLP will advise, in writing, each worker who is deemed to be a mandated person in accordance with the Children First Act 2015 and will brief each mandated person on their role and responsibilities.

The DLP will update the list following any change in workers at Saint Patrick's Cathedral who are mandated persons, or where there is any change to the role of a worker that may result in the employee either becoming, or no longer being, a mandated person within Saint Patrick's Cathedral.

The list of mandated persons (see Appendix 5) will be reviewed by the DLP every three months to ensure the list remains up to date.

4. Mandated Persons Procedure

The procedure for workers at Saint Patrick's Cathedral reporting to a Saint Patrick's Cathedral DLP reasonable grounds for concern that a child has been, is being, or is at risk of being abused or harmed is outlined in Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns, which should be read in conjunction with this document.

4.1. Mandated Persons Reporting to Tusla

Each mandated person has a statutory obligation, pursuant to Section 14 of the Children First Act 2015, to report, as soon as practicable, to Tusla when:

- the person knows, believes, or has reasonable grounds to suspect, on the basis of information that they have received, acquired, or becomes aware of that a child has been, is being, or is at risk of being harmed, or
- a child discloses their belief to a mandated person, in the course of their employment or profession, that the child has been, is being, or is at risk of being harmed.

All mandated persons are required to make mandated reports directly to Tusla, and they may do so separately or jointly. As outlined above, the DLP will normally make a joint report to Tusla, along with the mandated person who first became aware of the information or disclosure.

The DLP's knowledge, belief, or suspicion may arise following a report from a worker at Saint Patrick's Cathedral (who may or may not be a mandated person), a child, a parent/guardian, or any other person external to Saint Patrick's Cathedral, of reasonable grounds for concern that a child has been, is being, or is at risk of being abused. The person reporting to the DLP may also believe they are reporting a less serious welfare concern.

The DLP will decide, by considering all of the available information, whether the concern:

- requires a mandated report,
- constitutes a reasonable grounds for concern or a welfare concern that is reportable in accordance with *Children First: National Guidance for the Protection and Welfare of Children*, or,
- is not a concern reportable to Tusla.

The DLP will also consider whether the report should be reported to An Garda Síochána.

Informal Consultation with Tusla:

The DLP, or any other mandated person, may consult informally with the relevant Tusla Social Work Department where the child resides.

If the concern arises outside of normal office hours, mandated persons (only) may contact Tusla's **Out-of-Hours Social Work Service** on **0818 776315** between 6pm and 6am every night and between 9am and 5pm on Saturdays, Sundays, and bank holidays, where there is an **immediate and serious risk to the welfare of a child**.

Making a report on the Tusla Portal

The DLP will make any report to Tusla on the Tusla Portal, except in exceptional circumstances, when the paper-based Child Protection and Welfare Report Form will be completed and delivered by hand or registered post to the relevant Tusla Social Work Department.

A mandated report is similar to a report based on reasonable grounds for concern, except that the threshold for reporting is higher than reasonable grounds for concern. On the Tusla Portal Form, the DLP will answer whether or not the report is a mandated report when asked. The DLP should not select Child Welfare Concern as the Concern Type as that does not generally refer to a concern involving abuse or harm.

After submitting the report on the Tusla Portal, the reporter will be provided with a unique tracking reference number, which must be recorded on the file held by the DLP. The reporter will also receive an email within one day confirming that the report has been successfully submitted.

If a unique tracking number is not received immediately or the acknowledgement email is not received within 24 hours, the reporter (or the DLP) should consider the report as not received and contact the local Tusla office directly to clarify.

The DLP should retain a copy of the report. To do so on the Tusla Portal, the DLP must print or download the report as a pdf file within 48 hours of submitting it.

If the person reported to be responsible for any harm or abuse is also a child, the reporting procedures herein will be followed for both children.

4.2. Third-Party Mandated Persons Reporting to Tusla

Third parties, who are mandated persons because of the nature of their employment or profession (e.g. social workers, gardaí, doctors, nurses, teachers, etc.) and who are providing services to children who are availing of the services or activities of Saint Patrick's Cathedral, may make a mandated report following the procedure adopted within their respective employments/professions.

Alternatively, the third-party mandated person may agree to be named as a joint reporter with Saint Patrick's Cathedral DLP. In that event, the Saint Patrick's Cathedral DLP will add the mandated person's details as a joint reporter in the appropriate section of the report.

It is the policy of Saint Patrick's Cathedral that the Saint Patrick's Cathedral DLP will make a mandated report, or a report based on reasonable grounds for concern, to Tusla in all instances where the concern relates to Saint Patrick's Cathedral. This report will be made either jointly by including the details of other mandated persons in the report, or separately to reports made by other mandated persons.

4.3. Dealing with Retrospective Abuse Disclosures

Saint Patrick's Cathedral workers must report to the Saint Patrick's Cathedral DLP knowledge of any disclosure by another adult availing of Saint Patrick's Cathedral services regarding abuse they suffered as a child. The Saint Patrick's Cathedral DLP will then notify the statutory authorities in line with procedures outlined in this policy. This may constitute a mandated report, where it is believed a child has suffered 'harm' in the past, even though that child is now an adult. It is essential to ensure there is no current risk to children from a person who is the subject of a retrospective disclosure.

4.4. Reporting to An Garda Síochána

Where a concern relates to harm or a risk of harm to a child, the matter will normally be reported to An Garda Síochána. The details of any Gardai dealing with the matter must be recorded for Saint Patrick's Cathedral records.

See Appendix 2 for the offences where there is a statutory requirement to report to the Garda Síochána.

4.5. Immediate and Serious Risk to the Welfare of a Child

Saint Patrick's Cathedral workers who are mandated persons and are concerned that there is an **immediate and serious risk to the welfare of a child**, should make contact directly and immediately with Tusla and/or the Garda Síochána, who have the necessary procedures and emergency powers to protect children in such circumstances.

The relevant Tusla social work department where the child resides should be contacted during office hours.

Outside of normal office hours (9am to 5pm, Monday to Friday) mandated persons (only) may contact Tusla's **Out-of-Hours Social Work Service** on 0818 776315 between 6pm and 6am every night and between 9am and 5pm on Saturdays, Sundays and bank holidays, where there is an **immediate and serious risk to the welfare of a child**.

An Garda Síochána should be contacted by telephoning the Garda station local to where any reported incident occurred, or by dialling 999/112.

Unless there will be an undue delay in reporting to the statutory authorities, workers should report such concerns to the DLP, who will make the report by telephone to the statutory authorities. In urgent cases, where the DLP cannot be contacted, or where contacting the DLP would result in undue delay, any available worker should make the report. (See Appendix 3 for the contact details for the statutory authorities.)

The mandated person making a telephone report should then follow up with a formal mandated report to Tusla as soon as possible but within no more than three days.

Where urgent and exceptional circumstances require a direct report to Tusla and/or An Garda Síochána by the worker who first became aware of the disclosure/information, the reporting worker must then follow up with a written report to the Saint Patrick's Cathedral DLP, who will liaise with Tusla and, where appropriate, An Garda Síochána.

4.6. DLP(s) Providing Information and Assistance to Tusla

Section 16 of the Children First Act 2015 places a statutory obligation on a mandated person to provide, as soon as practicable, certain information and/or assistance requested by Tusla. This occurs when Tusla is assessing whether or not a child has been, is being, or is at risk of being harmed following a report from that or any other mandated person.

Assistance includes:

- the provision of verbal or written information or reports,
- attendance at any meeting arranged by Tusla in connection with the assessment, and
- the production to the Agency of any document or thing.

It is the policy of Saint Patrick's Cathedral to provide any information and assistance to Tusla as it may reasonably require in respect of a child protection or welfare concern, without a requirement that Tusla invoke Section 16 of the Children First Act 2015.

Where possible all information will be shared via the secure Tusla Portal, other than in exceptional circumstances, when the information will be shared by hand or registered post. The mandated person will advise Tusla staff who make contact with Saint Patrick's Cathedral seeking information of the mandated person's account on the Tusla Portal.

4.7. Confidentiality: Others who may need to know

In order to maintain the confidentiality of the process, information must only be shared on a need-to-know basis and must not be discussed amongst workers, unless specific workers need to know with a view to properly caring for the child.

The DLP will agree with the allocated Tusla social worker as to how and when the child's parents or guardians will be informed that a report is to be made by workers at Saint Patrick's Cathedral to the statutory authorities. Those making that decision must consider whether doing so, at any particular time, might place the child or others at risk or might impact upon any assessment or investigation being conducted by the statutory authorities. The DLP may seek advice from the statutory authorities, including An Garda Síochána, in that regard.

4.8. Anonymous Reports

Under no circumstances may Saint Patrick's Cathedral personnel who are mandated persons make anonymous mandated reports to Tusla.

5. Managing Information

All information relating to safeguarding concerns raised by Saint Patrick's Cathedral personnel will be managed in accordance with the instructions in Section 5 of Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

6. Review and Audit

This Mandated Persons Policy and Procedures document 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 Policies and Procedures.

Appendix 1: Children First Act 2015, Schedule 2

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

Ap1.1. Mandated Persons

1. The following classes of persons are specified as mandated persons for the purposes of this Act:
2. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
3. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
4. Physiotherapist registered in the register of members of that profession.
5. Speech and language therapist registered in the register of members of that profession.
6. Occupational therapist registered in the register of members of that profession.
7. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
8. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
9. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
10. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
11. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
12. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
13. Teacher registered with the Teaching Council.
14. Member of An Garda Síochána.
15. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991
16. Person employed in any of the following capacities:
 - a. manager of domestic violence shelter;
 - b. manager of homeless provision or emergency accommodation facility;
 - c. manager of asylum seeker accommodation (direct provision) centre;
 - d. addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - e. psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
 - f. manager of a language school or other recreational school where children reside away from home;
 - g. member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
 - h. director of any institution where a child is detained by an order of a court;
 - i. safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
 - j. child care worker employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
 - k. person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

17. Youth worker who –
 - a. holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
 - b. is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.
18. Foster carer registered with Tusla.
19. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 2: Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, Schedule 1

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

Ap2.1. Required Reporting to An Garda Síochána

Offences against children for purposes of an offence contrary to section 2 of the Act of 2012

1. Murder.
2. Manslaughter.
3. Common law offence of false imprisonment.
4. Rape.
5. Rape under section 4 of the Criminal Law (Rape) (Amendment) Act 1990.
6. Sexual assault.
7. Aggravated sexual assault within the meaning of section 3 of the Criminal Law (Rape) (Amendment) Act 1990.
8. An offence under section 1 of the Punishment of Incest Act 1908 (incest by males).
9. An offence under section 2 of the Punishment of Incest Act 1908 (incest by females of or over 17 years of age).
10. An offence under section 6(1) of the Criminal Law (Sexual Offences) Act 1993.
11. An offence under section 2 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under 15 years of age).
12. An offence under section 3 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under the age of 17 years).
 - a. An offence under section 3A of the Criminal Law (Sexual Offences) Act 2006 (offence by person in authority).
13. An offence under any of the following provisions of the Child Trafficking and Pornography Act 1998
 - a. section 3 (child trafficking and taking, etc., child for sexual exploitation),
 - b. section 4 (allowing child to be used for child pornography),
 - c. section 4A (organising etc. child prostitution or production of child pornography),
 - d. section 5A (participation of child in pornographic performance).
14. An offence under section 2 of the Sexual Offences (Jurisdiction) Act 1996 insofar as it relates to an offence specified in the Schedule to that Act that is also specified in this Schedule.
15. An offence under the following provisions of the Criminal Law (Human Trafficking) Act 2008—
 - a. section 2 (trafficking, etc., of children),
 - b. section 5 insofar as it relates to a child who has been trafficked for the purpose of his or her exploitation (soliciting or importuning for purposes of prostitution of trafficked person),
 - c. section 7 insofar as it relates to an offence under section 2 of that Act or section 3 (other than subsections (2A) and (2B)) of the Child Trafficking and Pornography Act 1998.
16. An offence under section 249 of the Children Act 2001 (causing or encouraging sexual offence upon a child).
17. An offence under section 176 of the Criminal Justice Act 2006 (reckless endangerment of children).
18. An offence under the following provisions of the Non-Fatal Offences against the Person Act 1997
 - a. section 3 (assault causing harm),
 - b. section 4 (causing serious harm),
 - c. section 5 (threats to kill or cause serious harm),
 - d. section 13 (endangerment),
 - e. section 15 (false imprisonment),
 - f. section 16 (abduction of child by parent, etc.),

- g. section 17 (abduction of child by other persons).
- 19. An offence under section 246 of the Children Act 2001 (cruelty to children).
- 20. An offence under the following provisions of Criminal Justice (Female Genital Mutilation) Act 2012
 - a. section 2 (offences of female genital mutilation, etc.),
 - b. section 3 (offence of removal from State for purpose of female genital mutilation),
 - c. section 4 (acts, etc., done outside State).
- 21. An offence under any of the following provisions of the Criminal Law (Sexual Offences) Act 2017 —
 - a. section 3 (obtaining, providing etc. a child for purpose of sexual exploitation),
 - b. section 4 (invitation etc. to sexual touching),
 - c. section 5 (sexual activity in presence of child),
 - d. section 6 (causing child to watch sexual activity),
 - e. section 7 (meeting child for purpose of sexual exploitation),
 - f. section 8 (use of ICT to facilitate sexual exploitation of child).

Appendix 3: Contact Details for Statutory Authorities

Ap3.1. Tusla



You may make a report via the Tusla Portal, having registered as a user of the portal: <https://portal.tusla.ie/Account/Login>

Where advice is required from Tusla regarding a safeguarding concern, or where there is an **immediate and serious risk to the welfare of a child**, contact the Tusla Social Work Department local to where the child resides. Local Tusla Social Work Department can be found at: <https://www.tusla.ie/children-first/contact-a-social-worker3>

The Tusla Social Work Department local to Saint Patrick's Cathedral is located at Bridge House, Cherry orchard Hospital, Dublin 10. Tel: 087 3981713.

Where there is an **immediate and serious risk to the welfare of a child** outside of office hours, mandated persons (only) may contact Tusla's **Out-of-Hours Social Work Service** on 0818 776315 between 6pm and 6am every night and between 9am and 5pm on Saturdays, Sundays, and bank holidays. The details of any Tusla personnel dealing with the matter must be recorded for Saint Patrick's Cathedral records.

Ap3.2. An Garda Síochána



The Garda Síochána station local to Saint Patrick's Cathedral site is **Kevin Street Garda Station**. Tel: (01) 6669400.

You may make a report at any other Garda Station, which can be found at <https://www.garda.ie/en/contact-us/station-directory>

In an emergency you should dial 999/112.

Where there is an **immediate and serious risk to the welfare of a child**, the Garda Síochána may be contacted by telephoning 999/112, or **Kevin Street Garda Station** at (01) 6669400. The details of any Gardaí dealing with the matter must be recorded for Saint Patrick's Cathedral records.

Advise our DLP if you make a report directly to the Statutory Authorities.

Appendix 4: Relevant Legislation and Publications

The following legislation and publication are relevant to this procedure.

Ap4.1. Children First Act 2015

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

Ap4.2. Children First: National Guidance for the Protection and Welfare of Children

https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

Ap4.3. Child and Family Agency Act 2013

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

Ap4.4. Child Care Act 1991

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

Ap4.5. 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>

Ap4.6. Protections for Persons Reporting Child Abuse Act 1998

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

Ap4.7. United Nations Convention on the Rights of the Child

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

Appendix 5: List of Mandated Persons at Saint Patrick's Cathedral

The following workers at Saint Patrick's Cathedral are mandated persons, as specified in paragraphs 15 (i) and (g) of Schedule 2 of the Children First Act 2015.

Ap5.1. Performing the child welfare and protection functions of Saint Patrick's Cathedral

- Education & Safeguarding Officer (DLP): Mr C.D.J. Brydon
- Deputy DLP: Ms L. Coyle

Ap5.2. Members of the Clergy

- Dean: The Very Revd W.W. Morton B.Th., M.A., Ph.D., M.Mus., D.Litt.
- Precentor: The Revd P.R. Campion, B.A., B.Th., M.A., M.Phil.
- Chancellor: The Very Revd N.J. Sloane, B.A., M.Phil., M.A.
- Treasurer: The Ven. D.A. Pierpoint, M.A.
- Prebendary of Cualaun: The Most Revd M.G.StA. Jackson, M.A., Ph.D., D.Phil.
- Prebendary of Rathmichael: The Revd C.W. Mullen, B.Th.
- Prebendary of Tipper: The Revd J.D.M. Clarke
- Prebendary of Clonmethan: The Revd P.K. McDowell, B.A., B.Th.
- Prebendary of Wicklow: The Revd S.E. Doogan, LL.B., B.Th., LL.M.
- Prebendary of Maynooth: The Revd M.D. Gardner, M.A.
- Prebendary of Monmohenock: The Revd T.C. Kinahan, M.A. (Cantab.) F.R.G.S.
- Prebendary of Stagonil: The Revd P.A. Harvey, M.A.
- Prebendary of Tymothan: The Revd P.M. Willoughby, B.A.
- Prebendary of Howth: The Revd D.W.T. Crooks, M.A., B.D.
- Prebendary of Dunlavin: The Revd G.V. Wharton, B.Th., M.Phil.
- Prebendary of Clondalkin: The Revd B.M. McKay, O.Carm., B.A., B.D., M.Phil., D.D.
- Prebendary of St Audoen's: The Revd D.W. Oxley, B.A., B.Th.
- Prebendary of Yagoe: The Revd M.T. Kingston, B.Sc., M.Sc., B.Th.
- Prebendary of Newcastle: The Revd A.W.A. Mayes, B.A., M.Litt.
- Prebendary of Swords: The Revd K.M. Poulton, B.A.
- Prebendary of Tassagard: The Very Revd K.R.J. Hall, M.Phil.
- Prebendary of Castleknock: The Revd P.I. Arbuthnot, M.A., M.Litt., B.Th.
- Prebendary of Taney: The Revd J.K. McWhirter, B.Sc., B.Th., M.Th.
- Prebendary of Kilmactalway: The Ven. J.M. Godfrey, B.A., M.A., M.Th.
- Prebendary of Tipperkevin: The Revd C.W.L. McCauley, B.A., B.Th., M.A.
- Prebendary of Finglas: The Revd S.J. Yambasu, B.D., M.A., Ph.D.
- Prebendary of Mulhuddart: The Revd E. Yendall, B.A.
- Prebendary of Donaghmore: The Revd P. Thompson, B.A.
- Chancellor's Vicar: The Revd J.A.H. Kinkead, B.A., B.Th., M.A.
- Minor Canon: The Revd N.J. Pierpoint, M.Th

Ap5.3. Pastoral Care Workers

- Education Officer: Mr C.D.J. Brydon
- Schools Officer: Ms K. Bonifacio
- Master of the Music: Mr S.A. Nicholson
- Organist & Assistant Master of the Music: Mr D.J. Leigh
- Cathedral Manager: Mr L. Parminter
- Community Officer: *Vacant*
- Safeguarding Trust Panel Member – not a member of the Clergy: Ms G. Neill
- Safeguarding Trust Panel Member – not a member of the Clergy: Mr V. Williams
- Safeguarding Trust Panel Member – not a member of the Clergy: Ms L. Wheatley
- Safeguarding Trust Panel Member – not a member of the Clergy: Ms. E. Keogh