



SAFEGUARDING

VI

Procedure for the Appointment of Relevant Person

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

Acknowledgements

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

Table of Contents

1. Introduction	4
1.1. The Cathedral	4
1.2. Statement of Commitment	4
1.3. Purpose of Procedure	4
1.4. Scope of Procedure.....	5
1.5. Key Definitions	5
2. Key Roles and Responsibilities	7
2.1. All Workers.....	7
2.2. The Board	7
2.3. The Dean	7
2.4. The Relevant Person	7
3. Procedure to Appoint the Relevant Person	8
4. Review and Audit	8
Appendix 1: Relevant Legislation and Publications	8
Ap1.1. Children First Act 2015	8
Ap1.2. Children First: National Guidance for the Protection and Welfare of Children	8

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 procedure in place for appointing a relevant person to be the first point of contact in respect of Saint Patrick's Cathedral's Child Safeguarding Statement,
- to provide information to workers at Saint Patrick's Cathedral, and to parents, carers, guardians, Tusla staff, and members of the public who may request a copy of the Child Safeguarding Statement and/or this specified procedure relating to the appointment of the 'relevant person',
- to ensure the name and contact details of the relevant person appointed by the Provider of the service are displayed on our Child Safeguarding Statement.

This document should be read, where appropriate, in conjunction with our Child Safeguarding Statement and other safeguarding policies and procedures.

The procedure outlined in this document has been developed to comply with the requirements outlined in paragraph (d) 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.

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.

The procedure applies more specifically to the Board of Saint Patrick's Cathedral and to the worker, who is appointed as the relevant person to be the first point of contact in respect of Saint Patrick's Cathedral's Child Safeguarding Statement.

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 Safeguarding:

'Child Safeguarding' refers to safe practice and appropriate responses by workers and volunteers to concerns that arise regarding the safety or welfare of children. Child safeguarding is about protecting children from harm, reducing the risk of harm to children, promoting their welfare and creating an environment which enables children and young people to grow, develop and achieve their full potential.

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.

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.

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.

Provider:

The 'Provider' is the person who provides a relevant service in accordance with the Children First Act 2015, and employs, contracts, and/or permits one or more persons to undertake any work or activity on behalf of Saint Patrick's Cathedral that constitutes a relevant service. The Dean of Saint Patrick's Cathedral (as Chair of the Board of Saint Patrick's Cathedral) is the Provider for the purpose of this procedure.

Relevant Person:

'Relevant Person' means the person who is appointed by the Provider (the Dean of Saint Patrick's Cathedral) to be the first point of contact in respect of Saint Patrick's Cathedral's Child Safeguarding Statement. The DLP of Saint Patrick's Cathedral is the Relevant Person.

Relevant Service:

'Relevant Service' means any work or activity relating to children, as specified in Schedule 1 of the Children First Act 2015.

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).

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 safeguarding children. This section provides an outline of the key roles and responsibilities of Saint Patrick’s Cathedral officeholders relative to this Child Safeguarding Information and Training Procedure.

2.1. All Workers

The safety and welfare of children is everyone’s responsibility. All Saint Patrick’s Cathedral workers have a responsibility to keep themselves informed of Saint Patrick’s Cathedral policy and procedures relating to safeguarding children and to comply with this procedure, and must attend safeguarding training before working with children, undertaking safeguarding training every three years thereafter.

2.2. The Board

The Board of Saint Patrick’s Cathedral is responsible for appointing both the Provider of the relevant service and the Relevant Person. The Board appoints the Dean (who is the Chair of the Board) as the Provider of the relevant service and delegates to the Dean responsibility for the appointment of the Relevant Person.

2.3. The Dean

The Dean (as Chair of the Board) of Saint Patrick’s Cathedral is the Provider of the relevant service, as defined in the Children First Act 2015, employing, contracting, and/or permitting persons to undertake any work or activity for, or on behalf of, Saint Patrick’s Cathedral.

As the Provider, the Dean is responsible for appointing (on behalf of the Board) the Relevant Person and the Designated Liaison Person. The Dean is also responsible for ensuring that the DLP, Relevant Person and other Saint Patrick’s Cathedral managers implement this procedure.

2.4. The Relevant Person

Saint Patrick’s Cathedral’s Relevant Person is the first point of contact in respect of Saint Patrick’s Cathedral’s Child Safeguarding Statement. All queries in relation to our Child Safeguarding Statement and any of the specified procedures outlined therein should be directed to the Relevant Person. The Dean appoints the Designated Liaison Person as the Relevant Person.

Present Relevant Person Contact Details:

Role	Name	Phone	Email
Relevant Person	Mr Clark Brydon	+353 861030931	safeguarding@stpatrikscathedral.ie

3. Procedure to Appoint the Relevant Person

The Dean of Saint Patrick's Cathedral, as the Provider of the service for the purpose of the Children First Act 2015 (as Chair of the Board), will appoint a senior manager at Saint Patrick's Cathedral to be the Relevant Person.

Until further notice, the relevant person shall be the senior manager who performs the role of Designated Liaison Person (DLP) for Saint Patrick's Cathedral.

The name and contact details of the relevant person will be displayed on Saint Patrick's Cathedral's Child Safeguarding Statement.

When the person appointed as DLP and Relevant Person is no longer in a position to perform those roles, the Dean will immediately appoint a new DLP who will also perform the role of Relevant Person. The Dean will ensure the name and contact details of the Relevant Person are amended in Saint Patrick's Cathedral's Child Safeguarding Statement.

4. Review and Audit

This Procedure for the Appointment of a Relevant Person 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

The following legislation and publication are relevant to this procedure.

Ap1.1. Children First Act 2015

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

Ap1.2. Children First: National Guidance for the Protection and Welfare of Children

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