



SAFEGUARDING
VII

**Child Safeguarding Information
and Training Strategy**

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 Designated Liaison Person (DLP) and Deputy DLP	7
2.5. All Managers and Supervisors	8
3. Provision of Information	9
4. Provision of Training	10
4.1. Tusla’s Children First E-Learning Programme	10
4.2. Tusla’s Mandated Person E-Learning Module.....	10
4.3. Tutor-led Child Safeguarding Awareness Training.....	10
4.4. Tutor-led Designated Liaison Person Training	10
5. Record Keeping	11
6. Review and Audit	11
Appendix 1: Relevant Legislation and Publications	12
Ap1.1. Children First Act 2015	12
Ap1.2. Children First: National Guidance for the Protection and Welfare of Children	12

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

Our Child Safeguarding Information and Training Procedure specifies the procedures in place and provides information to workers of Saint Patrick's Cathedral, and to parents, carers, guardians, Tusla staff, and to members of the public, in respect of:

- the provision of child safeguarding information and training, including information and, where necessary, instruction, and training, to our workers in relation to the identification of the occurrence of harm.

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 procedures outlined in this document relate to the implementation, monitoring, and review of all policies and procedures developed by Saint Patrick's Cathedral to ensure that our workers safeguard children from harm or abuse and that they recognise and respond appropriately to safeguarding concerns.

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 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.

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.

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 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) 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 Designated Liaison Person (DLP) and Deputy DLP

The main role of the Designated Liaison Person (DLP) 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 Designated Liaison Person performs the role of Designated Liaison Person as delegated by, or in the absence of, the Designated Liaison Person.

In implementing this procedure effectively, the DLP will ensure that the appropriate training is made available to all workers who require training in accordance with this procedure. In the absence of the DLP, the Dean will assign responsibility for the implementation of this procedure to a Deputy DLP or, in their absence, another competent worker as identified by the Dean.

The DLP and Deputy DLP(s) must attend DLP training upon taking up that role and every three years thereafter.

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.

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. All Managers and Supervisors

Managers and supervisors in Saint Patrick's Cathedral are responsible for ensuring that workers for whom they are responsible are aware of this procedure. Managers are also responsible, through monitoring, auditing, and review, for ensuring that workers comply with this procedure and receive appropriate training.

3. Provision of Information

The DLP will ensure that all Saint Patrick's Cathedral workers have been provided with a copy of Saint Patrick's Cathedral's Child Safeguarding Statement, along with the following Saint Patrick's Cathedral documents:

- Code of Behaviour for workers working with children and young people,
- Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns,
- Mandated Persons Policy and Procedure,
- Procedure for Responding to Child Safeguarding Concerns in Respect of Saint Patrick's Cathedral Staff,
- Procedure for Appointing Relevant Person,
- Employee Handbook,
- Child Safeguarding Information and Training Procedure.

All workers in Saint Patrick's Cathedral are required to read the above-mentioned documents and to familiarise themselves with the various safeguarding procedures outlined therein.

The DLP is the Relevant Person and the first point of contact in respect of Saint Patrick's Cathedral's Child Safeguarding Statement. The DLP, as the Relevant Person, will ensure that our Child Safeguarding Statement along with the accompanying full risk assessment is provided as soon as possible, but within no later than two working days, when requested by:

- a parent, guardian, or carer of a child availing of our services,
- a Tusla staff member, or,
- a member of the public.

The DLP will ensure that our Child Safeguarding Statement is displayed prominently in Saint Patrick's Cathedral and is published on the Saint Patrick's Cathedral website.

4. Provision of Training

4.1. Tusla's Children First E-Learning Programme

The DLP and each manager/supervisor in Saint Patrick's Cathedral will ensure that each worker has been made aware of and completes Tusla's Children First E-Learning Programme as part of induction training.

Each worker will report participation in the programme and submit a copy of the participation certificate to the DLP when the training is completed.

4.2. Tusla's Mandated Person E-Learning Module

The DLP, the Dean, and the Administrator will ensure that each worker in Saint Patrick's Cathedral who is a mandated person as defined by the Children First Act 2015 has been made aware of and completes Tusla's Mandated Person E-Learning module as part of induction training.

Each worker, who is a mandated person, must report participation in the programme and submit a copy of the participation certificate to the DLP when the training is completed.

4.3. Tutor-led Child Safeguarding Awareness Training

The DLP will identify an appropriate tutor-led child safeguarding awareness training programme and ensure it is made available to all Saint Patrick's Cathedral workers.

All Saint Patrick's Cathedral workers must complete a tutor-led child safeguarding awareness training programme as soon as possible after commencing employment with Saint Patrick's Cathedral, and every three years thereafter.

Each worker must report participation in the programme and submit a copy of the participation certificate to the DLP when the training is completed.

4.4. Tutor-led Designated Liaison Person Training

The DLP will identify an appropriate tutor-led Designated Liaison Person training programme and ensure it is made available to the DLP and the Deputy DLP(s) at Saint Patrick's Cathedral.

The DLP and the Deputy DLP(s) must complete a tutor-led Designated Liaison Person training programme as soon as possible after commencing employment as a DLP/Deputy DLP with Saint Patrick's Cathedral, and every three years thereafter.

The DLP and Deputy DLP(s) must report participation in the programme and submit a copy of the participation certificate to the DLP when the training is completed.

5. Record Keeping

The DLP will maintain all records relating to child safeguarding information and training provided to Saint Patrick's Cathedral workers, including the title of the training programme, the training provider, the date trained, the anticipated date of re-training, and copies of any certificates issued.

This information must be made available to Cathedral managers for the purpose of their monitoring, review, and audit of workers' training.

All records must be processed in accordance with data protection legislation.

6. Review and Audit

This Child Safeguarding Information and Training Procedure 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