



SAFEGUARDING
VIII

**Procedure for Implementation, Monitoring, and Review
of Safeguarding Policies 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
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- 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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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	8
2.1. All Workers	8
2.2. The Board	8
2.3. The Dean	8
2.4. The Designated Liaison Person (DLP) and Deputy DLP	8
2.5. The Safeguarding Trust Panel	9
2.6. All Managers and Supervisors	9
3. Procedures for Implementation, Monitoring, and Review	10
4. Managing Information	11
5. Review and Audit	11
Appendix 1: Safeguarding Trust Panel Terms of References	12
Ap1.1. Introduction	12
Ap1.2. The Role of the Panel	12
Ap1.3. The Responsibilities of the Panel	12
Ap1.4. The Powers of the Panel	13
Ap1.5. Membership of the Panel	13
Ap1.6. Expertise of the Panel Members	13
Ap1.7. The Chair	13
Ap1.8. Review and Assessment	14

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 promote a culture of safeguarding and transparency whilst ensuring the growth and development of children and young people availing of the services provided by Saint Patrick's Cathedral.

Herein we specify the procedures in place and provide information to workers in Saint Patrick's Cathedral, to parents, carers and guardians, to Tusla staff, and to members of the public, in respect of the implementation, monitoring and review of the policy and procedures we have developed to safeguard children and young people.

The procedures outlined in this document have been developed to meet the requirements 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, where appropriate, in conjunction with our Child Safeguarding Statement and other safeguarding policies and procedures.

The procedures outlined in this document are also designed to fulfil our 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 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.

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 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. (Further information on the Safeguarding Trust Panel can be found in Appendix 1.)

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 personnel 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. Workers also have a responsibility to assist in implementing, and are encouraged to make recommendations as to how to improve, our child safeguarding policies and procedures.

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) 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.

Responsibilities of the DLP, for the purpose of this procedure, include:

- regular review of our policy and procedures,
- regular briefings and communications to raise awareness around child safeguarding among workers at Saint Patrick's Cathedral,
- regular reporting to the Safeguarding Trust Panel,
- arranging an external audit of our safeguarding procedures and practices every two years,
- maintaining good working relationships with the statutory authorities,
- ensuring workers have up-to-date Garda Vetting and safeguarding training.

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.

2.5. The 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 policies and procedures across all departments and services,
- assisting, supporting, and advising the DLP when a disclosure of abuse has been reported to Tusla, or another safeguarding concern arises, with a view to examining and evaluating what actions, if any, are required by Saint Patrick's Cathedral in order to improve systems and practice to reduce the risk of any further abuse occurring,
- 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 1.

2.6. All Managers and Supervisors

Managers and supervisors in Saint Patrick's Cathedral must ensure – with the support of the DLP – that workers for whom they are responsible have up-to-date safeguarding training and Garda Vetting.

3. Procedures for Implementation, Monitoring, and Review

The DLP, Deputy DLP, and the Safeguarding Trust Panel will regularly review our Child Safeguarding Statement, and accompanying risk assessment and procedures, ensuring they are updated to take account of any substantive changes to relevant policy/legislation or changes in work practice. Implementation will be monitored on an ongoing basis.

The Safeguarding Trust Panel will report to the Board, through the designated Board representative on the Panel, any issues that are considered significant regarding child safeguarding. Such reports will be cognisant of confidentiality and will be anonymised, unless exceptional circumstances exist.

The DLP will communicate child welfare and safeguarding information through regular awareness training/briefings.

The DLP or Deputy DLP will report monthly to the Safeguarding Trust Panel and the Administrator regarding the DLP's role and responsibilities.

A standing agenda item regarding child safeguarding will be included in weekly staff meetings held within Saint Patrick's Cathedral.

A standing agenda item regarding child safeguarding will be included in all Board meetings.

An external audit will be undertaken at least every two years by an independent expert in child safeguarding and child protection. This is in addition to:

- the external Safeguarding Trust inspection/audit conducted by the United Dioceses of Dublin and Glendalough safeguarding support team, invited by the Safeguarding Trust Panel to undertake a voluntary triennial audit,
- the internal Safeguarding Trust Panel audit procedures, and
- any HSE/Tusla compliance inspections.

The timeline for the external audit will be reviewed by the Board, with the advice of the Administrator and the DLP, with due regard to changes in legislation and the requirements for updating. The Cathedral will engage a person or organisation equipped with sufficient scope, knowledge, experience, training, and expertise in child protection policy development and implementation to work with the Cathedral staff to review and make recommendations on any changes required to current practice.

The DLP and Deputy DLP will maintain good working relations with An Garda Síochána and Tusla personnel.

The DLP and Deputy DLP will introduce themselves and other relevant workers formally to the Duty Social Workers operating in areas relevant to children who regularly participate. They may also link to other areas, should this be required.

In relation to retrospective reporting, the DLP and Deputy DLP will have awareness of the sensitivity with which such a disclosure must be handled and follow procedure, whilst maintaining a tone of openness and support of the person making the report.

The DLP will maintain a reminder system for the renewal of Garda Vetting and safeguarding training.

Managers and supervisors, through monitoring, audit, and review, will ensure that workers under their responsibility have up to date Garda Vetting and safeguarding training.

4. 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.

5. Review and Audit

This Procedure for Implementation, Monitoring, and Review of Safeguarding Policies and Procedures 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: Safeguarding Trust Panel Terms of References

Ap1.1. 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.

Ap1.2. 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.

Ap1.3. 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.

Ap1.4. 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.

Ap1.5. 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.

Ap1.6. 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.

Ap1.7. 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.

Ap1.8. 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.