

**Roles of Safeguarding Personnel:**

**Church Authority**

The Church Authority is responsible for:

• appointing a safeguarding committee, and, along with that committee, ensuring that parish safeguarding representatives are in place across the Church body;

• ensuring, with parish priests or local superiors, that all those who are recruited as Church personnel are suitable and appropriate for their role;

• ensuring compliance with civil law and policy in creating and maintaining safe environments, and regarding areas such as vetting, safe recruitment, adult-to-child ratios, codes of conduct and risk assessment.

**Director of Safeguarding**

The Director of Safeguarding is responsible for coordination of all safeguarding practices by:

• directing and implementing the child safeguarding policy

• liaising with and supporting parishes and communities to ensure implementation of local policies and procedures

• liaising with the child safeguarding committee and the advisory panel

• ensuring that all child safeguarding personnel are kept up to date with practice, as communicated from the NBSCCCI

• reporting directly to the Church authority on all child safeguarding issues.

**Designated Liaison Person (DLP)**

The role of the Designated Liaison Person is to promote safeguarding by:

• hearing child safeguarding concerns



• passing on child safeguarding concerns to the statutory authorities

• managing cases and all associated documents

• liaising with the support person, advisor and the Church authority

• passing on child safeguarding concerns to the NBSCCCI

• conducting internal inquiries

• contributing to upholding the seven standards in practice and behaviour

• completing an annual report regarding compliance with Standards 2, 3 and 4 for the Church authority

• monitoring respondents or, with the Church authority, appointing a suitable person to carry out this role.

**Diocesan Safeguarding Committee**

The Bishop of Clogher established a Diocesan Safeguarding Committee in 2004. Its role is primarily focused on creating, maintaining, and monitoring a safe environment for all aspects of church life and activity and for advising on the human resources required for implementing best Safeguarding Practice across services. Its role is supportive and developmental. It is not related in any way to the management of individual cases of suspected or alleged abuse. The Diocesan Safeguarding Committee has responsibility for:

• the provision of training

• the safe recruitment of volunteers and staff within the Diocese

• regular review of the Diocesan Policy and Procedures for Safeguarding as and when required



• communication and promotion of all aspects and developments in relation to Safeguarding in the diocese

• producing a three-year plan for how to implement and maintain Standards 1, 5, 6 and 7 across the Church body. This includes the development of procedures and practice around creating and maintaining safe environments

• liaising with the parish safeguarding representatives to identify areas where guidance and support on policy or practice is needed

• ensuring that records for activities related to child safeguarding are produced and stored appropriately

• communication and promotion of all aspects and developments in relation to safeguarding in the diocese

**Current members of the Diocesan Safeguarding Committee**

Martha Smyth: Director and Co-ordinator of Safeguarding

Deirdre Boyle: Chairperson

Mary Harte: Secretary

Brendan Kelly: Designated Liaison Person

Anne Molloy: Designated Liaison Person

Geraldine McKenna: Vetting Co-ordinator R.O.I.

Seamus Gunn: Adult Safeguarding Champion and Trainer

Monsignor Peter O’Reilly

Monsignor Shane McCaughey

Fr Kevin Duffy

Ann Hoogerboord

James McLoughlin

Sinead Welsh



**Support person**

To promote safeguarding by:

• keeping the complainant informed of the process of the case

• helping direct the complainant to counselling and support

• recording any meetings or contact they have with the complainant, and reporting to the DLP as appropriate

• upholding the seven standards in practice and behaviour.

**Advisor**

To promote safeguarding by:

* keeping the respondent informed of the process of the case
* helping direct the respondent to counselling and support
* recording any meetings or contact they have with the respondent, and reporting to the DLP as appropriate
* upholding the seven standards in practice and behaviour.

**Safeguarding Trainers**

To promote child safeguarding by

• working with the safeguarding committee to identify training needs

• delivering full-day and information-session safeguarding training to those identified by the safeguarding committee in the Church body

• keeping records of all of those who have been trained

• contributing to upholding the seven standards in practice and behaviour.



**Local (Parish) Safeguarding Council**

To promote child safeguarding by:

• ensuring that Church body policies and procedures are in place and implemented

• conducting an audit of all organisations in the Church body

• playing a supportive role in the recruitment and selection of volunteers

• ensuring that all information relating to safeguarding is posted on all Church buildings, and is relevant and up to date

• providing information to all staff and volunteers, as and when required

• ensuring active communication with Church personnel and lay faithful

• upholding the seven standards in practice and behaviour.

**Local (Parish) Safeguarding Representative**

All parishes and diocesan groups should have at least two Local Safeguarding Representatives (LSRs) assigned by the Parish Priest/Administrator. It is recommended that larger parishes or diocesan organisations have a Safeguarding Council/Committee. The clergy and safeguarding personnel in some pastoral areas may also wish to work together to address the issue of safeguarding. This partnership approach is supported by the Diocesan Safeguarding Committee. The position of Safeguarding Representative is voluntary. All those accepting the role must undergo the Recruitment and Selection Procedure through the Diocesan Safeguarding Office and attend training organised by the Diocesan Training Coordinator. Regular updates and network meetings will be planned by the Diocesan Safeguarding Committee. Parish Safeguarding Representatives are expected to attend these meetings. The responsibilities of the Parish Safeguarding Representative are:

* to promote awareness of the Diocesan Policy and Procedures for Safeguarding
* to disseminate information regarding the standards and guidance, and circulating this information widely



* to ensure Church activities are provided in a way that ensures the safety and well-being of the children involved
* to ensuring that the contact details of the DLP, Gardaí/PSNI and Tulsa/HSCT are widely publicised
* to uphold the seven standards in practice and behaviour.
* to support or facilitate anyone in their parish/diocesan groups working with children and/or vulnerable adults
* to attend Safeguarding Representative meetings arranged within Pastoral Areas or at diocesan level.

Each parish and diocesan group working with children, young people or vulnerable adults should have at least two Parish Safeguarding Representatives. The additional responsibilities of these roles are outlined below:

**Recruitment and Selection**

• To ensure the parish carries out the Diocesan Requirements for Recruitment and Selection for all staff/volunteers, whether paid or unpaid, in their parish/diocesan group. This will include two-way communication with the diocesan personnel implementing the Recruitment Procedures.

**Training**

• To ensure that all parish staff/volunteers working with children and/or vulnerable adults attend a safeguarding information session

• To liaise with the Diocesan Training Coordinator in the implementation of the Diocesan Strategy for Training.

The overall responsibility for safeguarding in any Church Organisation remains with the relevant church authority. Any safeguarding concerns raised with a Parish Safeguarding Representative should immediately be passed to the Diocesan Designated Liaison Person.