

# **APPENDIX A**

## **ROLES IN THE CHILD SAFEGUARDING STRUCTURE**





THE NATIONAL BOARD FOR  
**SAFEGUARDING CHILDREN**  
IN THE CATHOLIC CHURCH IN IRELAND

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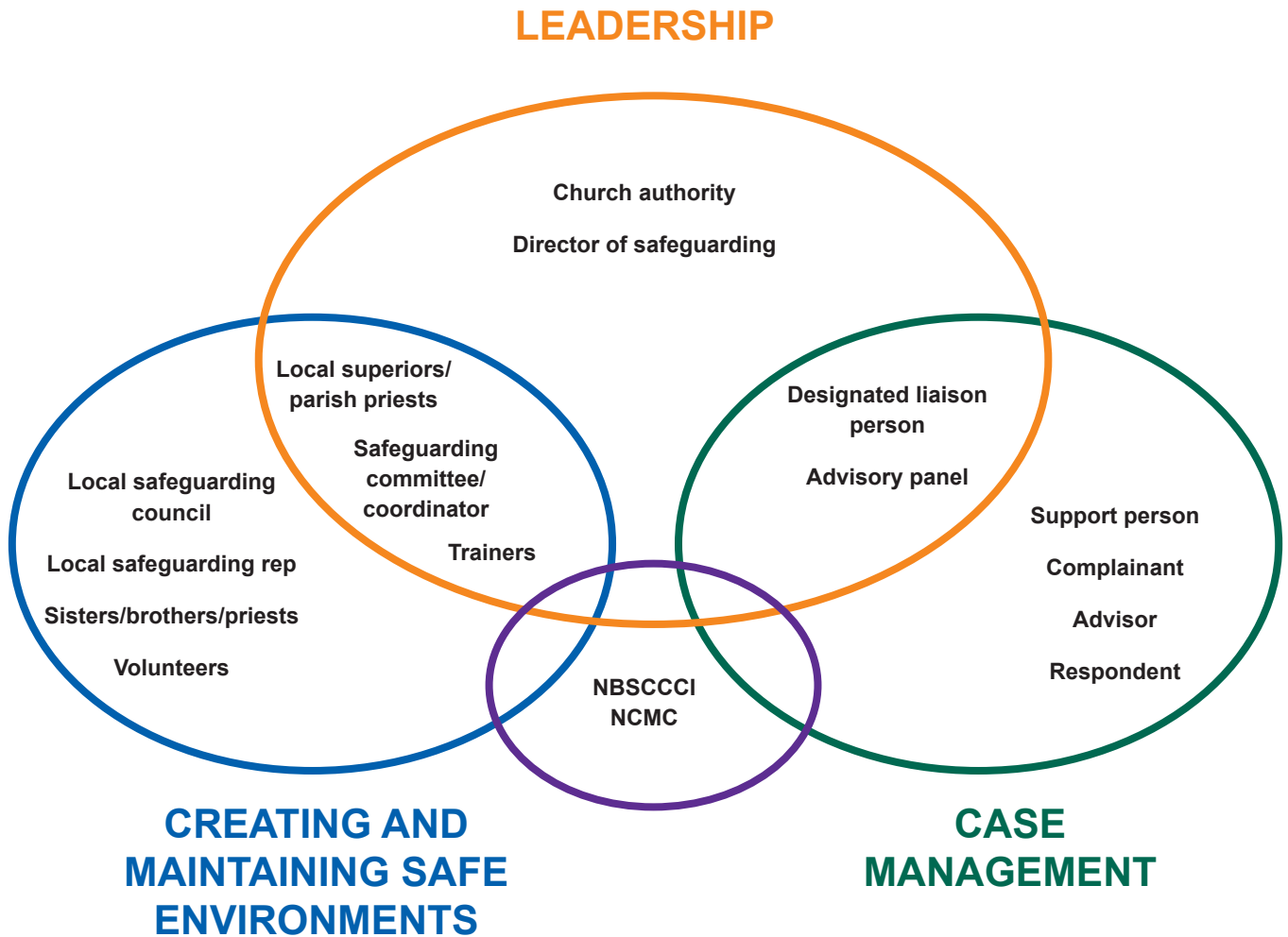
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## Roles in the Child Safeguarding Structure

The diagram below shows the proposed structure for key personnel involved within child safeguarding in the Catholic Church in Ireland. A similar structure is replicated across each Church body in Ireland. Descriptions for each role are displayed in this appendix, while also being referenced and expanded on in each relevant standard.



### Church authority

To be responsible for all safeguarding practices by:

- Ensuring that the appropriate child safeguarding structures and personnel are in place;
- Liaising with the Holy See, as appropriate. If the Church body is a religious order or congregation, this is done through the superior general;
- Ensuring compliance with canon and civil law;
- Upholding the seven standards in practice and behaviour.

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### Director of safeguarding

#### To be 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)

#### 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.

### Advisory panel

#### To promote safeguarding by:

- Advising the Church authority on all stages of the investigative process into alleged child abuse;
- Keeping a record of all of its recommendations to the Church authority;
- Upholding the seven standards in practice and behaviour.

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### 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 committee

#### To promote child safeguarding by:

- Developing a three-year child safeguarding plan, including the establishment of the local child safeguarding policy and procedures;
- Coordinating local safeguarding representatives (LSRs);
- Coordinating activities related to child safeguarding, e.g. training;
- Ensuring the annual audit, including the correlation of records for training-related activities;
- Ensuring the completion of training needs assessments across the various child safeguarding roles in the Church body;
- Ensuring, with the Church authority, that the appropriate child safeguarding personnel are in place;
- Upholding the seven standards in practice and behaviour.

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### 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 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 safeguarding representative (LSR)

#### Being responsible to the parish priest or local superior to promote child safeguarding by:

- Raising awareness of what child safeguarding is;
- Disseminating information regarding the standards and guidance, and circulating this information widely;
- Ensuring Church activities are provided in a way that ensures the safety and well-being of the children involved;
- Ensuring that the contact details of the DLP, Gardaí/PSNI and Tulsa/HSCT are widely publicised;
- Upholding the seven standards in practice and behaviour.

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### National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)

#### Performs its child safeguarding role by:

- Assisting with the development of policy, procedures and practices across the Catholic Church in Ireland;
- Offering advice on best practice, including training, case management and implementation of national standards and guidance;
- Monitoring the practice of child safeguarding across the Catholic Church in Ireland.

### National Case Management Committee (NCMC)

#### Integral to child safeguarding:

- The NCMC exists as a function of NBSCCCI, and is chaired and administered by its staff;
- The NCMC functions as an all-island group, offering advice to Church authorities on all aspects of the investigative process into alleged abuse (including the areas listed under the role of the advisory panel on Page 3);
- Membership is agreed through the signing of a data processing deed, which allows the sharing of full information with the NCMC and is fully compliant with data protection legislation in both jurisdictions.

To find out more about the current composition of the group, please log on to: <http://www.safeguarding.ie>.

### Conflict of Roles

Role conflict occurs when a member of safeguarding personnel in a Church body finds that they occupy different and incompatible roles at the same time; so, for instance, a cleric who is the DLP for a Church body cannot act as an advisor for the same Church body; or an advisor to a respondent should not be asked to monitor the respondent's Management Plan; or, in the case of a National Board staff member, they cannot provide advice and guidance to a Church authority and also act as a reviewer of safeguarding practice, for the Church body over which the Church authority has responsibility.

The first task for all role holders is to become fully familiar with the duties and responsibilities that are attached to any role that they occupy in the safeguarding structure (which are outlined above). Role ambiguity needs to be avoided. The Guidance documents that the NBSCCCI has produced to assist with the implementation of the Standards all contain information on the roles of safeguarding personnel in relation to each standard as the first item covered.

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Canon law is clear about the need to avoid role conflict; so, for instance, Canon 1447 states that:

Any person involved in a case as judge, promotor of justice, defender of the bond, procurator, advocate, witness or expert cannot subsequently, in another instance, validly determine the same case as a judge or exercise the role of assessor in it.

And Canon 1717 §3 states that:

The one who performs this investigation has the same powers and obligations as an auditor in a process. If, later, a judicial process is initiated, this person may not take part in it as a judge.

It can sometimes happen in a Church body, that one person may have two or more safeguarding roles. This may make sense when the workload is not particularly heavy, or where resources are limited. However, the difficulty that can arise for such a person is when their roles are in conflict, one with the other.

Where roles conflict, it is essential that they are carried out by different people.

### **Personal Conflicts**

Conflicts arise that maybe of a more personal nature. For instance, a cleric or religious may be in a safeguarding role in the Church body, and is requested to provide a character reference for a confrere who is the respondent in a criminal child abuse prosecution. This character reference should be given by someone else.

Another area of sensitivity may occur if a respondent cleric or religious is appearing in court, having been prosecuted for child abuse. When considering how to support a colleague cleric or religious in this situation, there are factors which need to be considered, including:

- Does a cleric in clerical garb represent the Church?
- Is the cleric or religious present in the court in a personal capacity?
- Is there a balanced support offered to the complainant by members of the Church?

The simple rule of thumb is, if in doubt, check it out - discuss any potential role conflict with your Church authority or with the NBSCCCI before you undertake a task that you consider may be incompatible with safeguarding roles you hold.