

Appendix A

ROLES IN THE CHILD SAFEGUARDING STRUCTURE



Appendix A

Roles in the Child Safeguarding Structure

The overall framework for this Guidance Document is taken from The National Board of Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) and applies to the four Provinces in Ireland. The Provinces in Kenya, South Africa and USA along with communities in Brazil, Nigeria, Peru and Zambia will fulfil the requirements outlined in this document and make adaptation in accordance with their own local Jurisdiction. Mercy Sisters are required to adhere to the laws of the Jurisdiction in which they reside. All Provinces in the Congregation of the Sisters of Mercy need to ensure that every Mercy Ministry* and Community has in place what is required of them.

* Mercy Ministry

Mercy Ministry means ‘the exercise of ministry by a Sister of Mercy and includes individual apostolates such as visitation of people in need and group apostolates in which Sisters of Mercy constitute a majority of those exercising governance.’

Although this Guidance will always inform the Congregational safeguarding actions necessitated in relation to Sisters of Mercy, the Guidance does not have application to schools, hospitals and other social services in respect of which National Government has promulgated specific Child Safeguarding Procedures. In the implementation of this Guidance careful regard shall be had to ensure conformity with State Law and with existing private contractual provisions.

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.

Appendix A

LEADERSHIP



In Provinces where a Safeguarding Manager is appointed, he/she fulfils the combined roles of the Safeguarding Coordinator and the designated Liaison Person

Provincial Leader:

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. This is done through the Congregational Leader
- Ensuring compliance with canon and civil law;
- Upholding the seven standards in practice and behaviour.

Appendix A

Safeguarding Coordinator:

To be responsible for coordination of all safeguarding practices by:

- Directing and implementing the child safeguarding policy;
- Providing information to all staff and volunteers, as and when required;
- Liaising with and supporting Mercy sisters, employees and volunteers 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 Provincial Leader 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 Provincial Leader/delegate
- 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 Provincial Leader/delegate appointing a suitable person to carry out this role.

In Provinces where a Safeguarding Manager is appointed, he/she fulfils the combined roles of the Safeguarding Coordinator and the Designated Liaison Person

Advisory panel:

To promote safeguarding by:

- Advising the Provincial Leader/delegate on all stages of the investigative process into alleged child abuse;
- Keeping a record of all of its recommendations to the Provincial/delegate
- Upholding the seven standards in practice and behaviour

Appendix A

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 Province
- Ensuring, with the Provincial Leader/delegate, that the appropriate child safeguarding personnel are in place;
- Upholding the seven standards in practice and behaviour.

Appendix A

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 Province
- Keeping records of all of those who have been trained;
- Contributing to 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 Mercy 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.

Appendix A

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>