Roles in the Archdiocese of Cashel & Emly

Safeguarding Structure

LEADERSHIP	PROTECTION	SUPPORT
Governance & oversight	**Children & vulnerable adults**	**Advice, training & response**

A practical guide to the roles, responsibilities and safeguarding structures of the Archdiocese

October 2026

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Roles and safeguarding responsibilities at diocesan, parish and national level

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01 Archbishop Kieran O'Reilly

The Archbishop is the person with ultimate responsibility for the governance, oversight, decision-making and accountability of the activities of the Archdiocese, including safeguarding. The Archbishop is responsible for fostering a culture of safeguarding; ensuring robust safeguarding governance, structures and resources; and providing effective oversight, accountability and continuous improvement in safeguarding practice. This can be achieved by:

- Promoting a safeguarding culture throughout the Archdiocese where the welfare of children and Vulnerable adults is paramount, and safeguarding is recognised as everyone's responsibility.
- Ensuring adequate resources, including personnel, training, supervision, and funding, are available to implement safeguarding policies and procedures effectively.
- Appointing and supporting safeguarding personnel, ensuring they have clearly defined roles, appropriate authority, and access to ongoing supervision and support.
- Ensuring risk assessment and risk management processes are carried out for all ministries, activities, and environments involving children
- Monitoring and reviewing safeguarding arrangements regularly to ensure their effectiveness and support continuous improvement
- Responding promptly and appropriately to safeguarding concerns and allegations, ensuring that reporting obligations are met and that the safety and welfare of children and vulnerable adults remain the primary consideration
- Ensuring safe recruitment, selection and vetting procedures are followed for clergy, religious, employees and volunteers
- Supporting safeguarding training and formation for all relevant personnel and ensuring participation is maintained.
- Including the voices and experiences of children, families, victims and survivors in the development, implementation and review of safeguarding policies and practices.
- Promoting transparency and accountability through regular reporting on safeguarding activities, compliance, and improvement initiatives
- Co-operating fully with statutory authorities and other relevant agencies in safeguarding matters.
- Ensuring regular audits, self-assessments and independent reviews are undertaken against safeguarding standards and that recommendations are implemented promptly.
- Ensuring compliance with canon and civil law.

02

Director of Safeguarding-Ms Cleo Yates

The Director's role is to provide strategic and operational safeguarding leadership promoting a culture of safety, accountability and best practice through quality assurance, compliance, training, reporting, and effective safeguarding governance.

The Director of Safeguarding supports the commitment of the Archdiocese to being a safe, welcoming and child-centred community by:

- Directing adherence to, and supporting the implementation of the child safeguarding policy 'A Safe and Welcoming Church: Safeguarding Children Policy and Standards for the Catholic Church in Ireland (2024)'.
- Directing adherence to and supporting the implementation of the Adult At Risk Policy 2020.
- Leading the implementation, monitoring and review of safeguarding policy, procedures and standards across all ministries, activities and services of the Archdiocese
- Supporting the Archbishop in fulfilling their safeguarding responsibilities through effective governance, accountability and oversight;
- Promoting a culture in which the dignity, rights, participation and wellbeing of children and Vulnerable adults are respected, valued and protected in accordance with Gospel values and the Church's safeguarding commitments;
- Ensuring that safeguarding is embedded within all aspects of Church life and ministry and is understood as a shared responsibility
- Providing professional advice, guidance and support to clergy, religious, employees, volunteers and safeguarding personnel on safeguarding policy, procedures and best practice
- Ensuring that safeguarding personnel receive appropriate training, supervision, support and opportunities for ongoing professional development
- Working collaboratively with the Safeguarding Committee, National Case Management Committee and statutory agencies to maintain effective safeguarding arrangements
- Supporting parishes, communities and ministries in creating and maintaining safe and welcoming environments for all;
- Overseeing safeguarding audits, self-assessments, compliance processes and quality assurance activities and supporting the implementation of recommendations arising from independent reviews
- Monitoring safeguarding practice across the Archdiocese and identifying areas for improvement and development and organisational learning
- Promoting transparency, accountability and continuous improvement in safeguarding practice;
- Preparing reports for the Archbishop on safeguarding activity, compliance with standards, emerging risks and safeguarding developments
- Supporting the Archdiocese 's commitment to responding to safeguarding concerns with compassion, respect and justice, and to ensuring that those who have experienced or been affected by abuse are treated with dignity and care.
- Promoting survivor-informed and child-centred approaches to safeguarding policy and practice.
- Ensuring that safeguarding remains central to the mission of the Church and reflects its commitment to being a safe and welcoming place for children and young people.

03

Designated Liaison Person: DLP-Ms Cleo Yates

The Designated Liaison Person (DLP) is responsible for receiving, managing and responding to safeguarding concerns in accordance with Archdiocese s policies and statutory requirements, and for acting as the principal liaison with the relevant civil authorities. The DLP promotes a culture of safeguarding by ensuring that children and vulnerable adults are welcomed, valued and protected, and that all safeguarding concerns are responded to promptly, compassionately and in accordance with civil and canon law, reflecting the Church's commitment to being a safe and welcoming community for all.

To promote safeguarding by:

- Receiving, responding to and recording safeguarding concerns, allegations, suspicions, disclosures and complaints in accordance with Church and statutory procedures
- Reporting safeguarding concerns to the relevant statutory authorities without delay and maintaining appropriate communication with those agencies
- Acting as the primary point of contact for those wishing to raise safeguarding concerns within the Archdiocese
- Managing safeguarding cases and maintaining secure, accurate and confidential records relating to all safeguarding matters with legal and policy requirements
- Liaising with the Archbishop , Support Person, Advisor and other safeguarding personnel as required
- Advising the Archbishop on the appropriate responses and actions arising from safeguarding concerns, disclosures and allegations of abuse involving Church personnel;
- Liaising with the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) and ensuring that relevant safeguarding information is shared appropriately;
- Conducting internal inquiries and information-gathering processes in accordance with Church safeguarding procedures and without compromising statutory investigations;
- Supporting the implementation of safeguarding policies, procedures and best practice throughout the Archdiocese .
- Contributing to the promotion and maintenance of safeguarding standards through effective case management, monitoring and oversight.
- Providing advice and guidance to clergy, religious, employees and volunteers on safeguarding procedures and reporting obligations
- Preparing and submitting annual safeguarding reports and compliance updates to the Church Authority
- Assisting in the development, implementation and review of safeguarding risk assessments and management plans
- Monitoring respondents who are subject to safeguarding management plans or, in consultation with the Archbishop , ensuring that a suitable person is appointed to fulfil this role
- Supporting independent safeguarding reviews, internal audits and quality assurance processes and ensuring that recommendations are implemented where appropriate
- Promoting a culture of safeguarding, accountability, transparency and continuous improvement throughout the Archdiocese

04

Safeguarding Committee

A Safeguarding Committee is typically made up of individuals appointed by the Archbishop who can provide governance, safeguarding expertise, pastoral insight and independent oversight. The Safeguarding Committee supports the development and review of safeguarding policy and practice, monitors compliance with safeguarding standards, and promotes continuous improvement in safeguarding across the Archdiocese . The Safeguarding Committee has a governance and oversight role rather than a case management role. Responsibility for the management of individual safeguarding cases remains with the Archbishop and the DLP. The functions of the Safeguarding committee include:

- Promoting a culture in which children are welcomed, valued, respected and protected throughout the life and ministry of the Archdiocese .
- Assisting in the development, implementation and review of the Archdiocese 's Strategic Safeguarding Plan.
- Monitoring compliance with safeguarding policies, procedures and standards across all ministries, locations and activities.
- Receiving regular reports from the Director of Safeguarding on safeguarding activity, trends, training and compliance.
- Reviewing the findings of audits, self-assessments and external safeguarding reviews and advising on actions required for continuous improvement.
- Overseeing safeguarding training and awareness programmes to ensure safeguarding responsibilities are understood throughout the Archdiocese .
- Monitoring the effectiveness of safeguarding structures, personnel and resources and advising the Archbishop accordingly.
- Supporting effective communication on safeguarding and promoting transparency and accountability.
- Identifying emerging safeguarding risks and recommending measures to strengthen safeguarding practice and governance.
- Promoting learning from audits, reviews, complaints, safeguarding concerns and developments in best practice.

05

National Case Management Committee (NCMC)

The National Case Management Committee (NCMC) is a specialist independent advisory body within the structures of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI). It provides expert advice and guidance to Church Authorities on the management of safeguarding cases, supporting informed, consistent and accountable decision-making in relation to allegations and concerns of abuse.

The NCMC contributes to child safeguarding by:

- Operating as a functional component of the NBSCCCI while maintaining independence through an independent Chair and established governance arrangements.
- Providing expert advice to Church Authorities on all aspects of safeguarding case management and investigative processes relating to allegations and concerns of abuse.
- Supporting Church Authorities in the assessment and management of risk, safeguarding planning and the implementation of appropriate protective measures.
- Advising on matters relating to civil and canon law, safeguarding practice, risk assessment, trauma-informed and survivor-centred approaches and case management.
- Promoting opportunities for consistency, transparency and accountability in safeguarding decision-making across Church bodies throughout Ireland.
- Assisting Church Authorities in ensuring that safeguarding responses reflect current standards, guidance and best practice.
- Operating on an all-island basis, providing advice to Archdiocese s, religious congregations and other Church bodies in both jurisdictions.
- Receiving and considering relevant case information in accordance with agreed information-sharing protocols and data processing arrangements that comply with applicable data protection legislation.

ROLE BOUNDARY

The advice provided by the NCMC is advisory in nature and is not binding on the Church Authority. Responsibility for safeguarding decisions and case management remains with the Church Authority, supported by the Designated Liaison Person (DLP) and the Director of Safeguarding/Safeguarding Co-ordinator, as appropriate.

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

06 Support Person

The role of the Support Person is to provide information, practical assistance and emotional support to the complainant throughout the safeguarding process, ensuring that their views, needs and wellbeing are respected and communicated appropriately.

The Support Person promotes safeguarding best practice by:

- Keeping the complainant informed, to the extent agreed with the Designated Liaison Person (DLP), about the progress of their case.
- Assisting the complainant in accessing appropriate support services, including counselling, pastoral support and advocacy services
- Maintaining appropriate contact with the complainant and keeping a record of meetings, discussions and support provided, reporting relevant information to the DLP as appropriate
- Communicating the complainant's views, concerns and wishes to the DLP and Archbishop
- Supporting the complainant to understand the safeguarding process and the role of those involved
- Promoting a compassionate, respectful trauma informed and survivor-centred approach throughout the management of the case

ROLE BOUNDARY

The Support Person does not have an investigative or decision-making role. Responsibility for managing safeguarding concerns remains with the Archbishop and the Designated Liaison Person (DLP).

07 Advisor

The role of the Adviser is to provide information, practical assistance and support to the respondent throughout the safeguarding process, ensuring that they understand the process and have an opportunity to communicate their views and concerns.

The Adviser promotes safeguarding best practice by:

- Keeping the respondent informed, to the extent agreed with the Designated Liaison Person (DLP), about the progress of their case
- Assisting the respondent in accessing appropriate support services, including counselling, pastoral support and other relevant sources of assistance
- Maintaining appropriate contact with the respondent and keeping a record of meetings, discussions and support provided, reporting relevant information to the DLP as appropriate
- Communicating the respondent's views, concerns and wishes to the DLP and Archbishop .
- Supporting the respondent to understand the safeguarding process and the roles and responsibilities of those involved
- Promoting a fair, respectful and transparent process throughout the management of the case

ROLE BOUNDARY

The Advisor does not have an investigative or decision-making role. Responsibility for managing safeguarding concerns remains with the Archbishop and the Designated Liaison Person (DLP).

08 Safeguarding trainers-Fr Tom Hearne & Ms Cleo Yates

The role of Safeguarding Trainers is to support the development of a culture of safeguarding by providing high-quality safeguarding training, promoting awareness of safeguarding responsibilities therein contributing to the implementation of the

- safeguarding standards from A Safe and Welcoming Church: Safeguarding Children Policy and Standards for the Catholic church in Ireland 2024 and Adult at Risk Policy 2020 across the Archdiocese .

Safeguarding Trainers promote safeguarding best practice by:

- Working with the Safeguarding Committee and Director of Safeguarding to identify training and development needs within the Archdiocese .
- Delivering approved safeguarding training programmes and awareness sessions to those identified by the safeguarding committee in the Archdiocese ;
- Promoting understanding of safeguarding policies, procedures, roles and responsibilities.
- Maintaining accurate records of all training delivered, including attendance
- Supporting the Archdiocese in embedding safeguarding standards and best practice in its culture, ministry and activities.
- Contributing to the implementation and promotion of safeguarding standards through their practice and behaviour.
- Participating in continuing professional development, refresher training, supervision and assessments as required by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) or other relevant safeguarding bodies.

9 Local Parish safeguarding representative (LSR)

The role of the Local Safeguarding Representative (LSR) is to support the Parish Priest, Prior, in promoting a culture of safeguarding at local level and ensuring that safeguarding policies and procedures are implemented effectively within the parish or community.

The Local Safeguarding Representative promotes safeguarding best practice by:

- Raising awareness of safeguarding and the Archdiocese 's safeguarding responsibilities within the parish or community
- Disseminating safeguarding policies, standards, procedures and guidance, and circulating this information widely
- Supporting the Parish Priest in ensuring that Church activities involving children are planned and delivered in a manner that promotes their safety, welfare and wellbeing
- Ensuring that contact details for the Designated Liaison Person (DLP), Tusla and An Garda Síochána are clearly displayed and widely available
- Acting as a liaison between the parish and diocesan safeguarding structures
- Promoting safeguarding awareness, safer environments and good safeguarding practice throughout the parish
- Supporting local safeguarding audits, monitoring and the implementation of safeguarding standards

ROLE BOUNDARY
The Local Safeguarding Representative does not have responsibility for investigating, managing or making decisions in relation to individual safeguarding cases. Responsibility

ROLE BOUNDARY
for case management and reporting remains with the Archbishop and the Designated Liaison Person (DLP).

10

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

The National Board for Safeguarding Children in the Catholic Church in Ireland

- (NBSCCCI) supports and promotes child safeguarding across the Catholic Church in Ireland by developing standards, providing guidance and training, and independently monitoring safeguarding practice within Church bodies.

The NBSCCCI performs its child safeguarding role by:

- Assisting in the development, review and implementation of safeguarding policies, procedures, standards and guidance across the Catholic Church in Ireland.
- Providing advice and support on safeguarding best practice, including governance, training, case management, quality assurance and compliance with safeguarding standards.
- Developing safeguarding resources, guidance documents and training programmes to support Church bodies in their safeguarding responsibilities
- Promoting consistency and continuous improvement in safeguarding practice throughout the Catholic Church in Ireland
- Monitoring safeguarding arrangements through independent reviews and audits of Church bodies, including Archdiocese s, religious congregations and lay associations
- Publishing review findings and recommendations to strengthen safeguarding practice and accountability
- Supporting Church bodies in implementing recommendations arising from reviews, audits and safeguarding assessments.
- Contributing to the ongoing development of safeguarding culture, leadership and accountability throughout the Church.

Other key roles:

- Relevant person: is a term defined within the Children First Act 2015. It refers to a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's child safeguarding statement.
- Mandated persons: are people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Mandated persons include key professionals working with children in the education, health, justice, youth and childcare sectors. Certain professionals who may not work directly with children, such as those in adult counselling or psychiatry, are also mandated persons. The list also includes registered foster carers and members of the clergy or pastoral care workers of a church or other religious community. The Children First Act 2015, Schedule 2, provides a full list of people who are classified as mandated persons.