

# **Safeguarding Vulnerable Adults**

**Diocese of Ardagh & Clonmacnois**



**Diocesan Guidelines for Clergy,  
Staff and Volunteers**

## Foreword



Our diocesan policies and procedures for safeguarding children have changed and developed over time in response to emerging good practice and the desire to provide as safe an environment as possible for all children who are involved in church related activities.

There is need to provide parallel protection for vulnerable adults. As a Church we have an extensive ministry to adults who are vulnerable. We value and encourage their participation in our parish and diocesan activities. We all have a duty of care to provide protection for people who are vulnerable. This Diocesan Policy and Procedures provides a framework and guidelines in which volunteers, employees and clergy, can protect vulnerable adults from harm and exploitation.

This manual sets out the guiding principles which are based on Gospel values and on best practice. It outlines the recruitment procedures, how to recognise abuse and how to record and report it. The various roles and responsibilities are identified and described.

I welcome this document because it provides a structure for all who are involved in ministry to adults who are vulnerable. It gives reassurance to vulnerable adults, their families and their carers that we are determined, as a Diocese, to provide safe and caring services to all in our faith community.

As Bishop I thank all those who draw up, oversee and implement, at parish and diocesan level, our safeguarding policies and procedures with such enthusiasm, commitment and vigilance.

† Francis Duffy

Bishop of Ardagh and Clonmacnois

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## Section 1: Introduction

The Diocese recognises that there are many people with whom Church personnel have contact who require special care and attention. The Diocese values and encourages the participation of vulnerable adults in all parish liturgies and activities that enhance their spiritual, physical, emotional, intellectual and social development. We believe that all Church personnel, including priests, religious, staff and volunteers must carry out their ministry respecting the rights of the individual in line with the gospel values and human rights legislation.

The Diocese recognises and upholds the dignity and rights of vulnerable adults and is committed to safeguarding all our members. The guidance set out in this document provides a framework of how it is recommended that the Diocese ministers to vulnerable adults. It identifies what we mean by the term and highlights values and principles which should underpin such necessary work.

These guidelines apply to all clergy (both diocesan and visiting), staff, volunteers, and religious and adhere to current practice and guidance in both Northern Ireland and the Republic of Ireland. They should be read in conjunction with the Diocesan Safeguarding Policy and Procedures and both are available on the diocesan website. These guidelines will be reviewed as required, but at least every three years to take account of any major changes including legislative or policy changes.

External/independent groups/organisations, seeking to hire or lease diocesan/parish property to deliver their own service/activity (involving vulnerable adults) will be made aware of the Diocesan Safeguarding Vulnerable Adults Guidelines, but will also be expected to meet certain requirements before an agreement of lease or rental of property is made.

The Diocese, through these guidelines, sets out to protect vulnerable adults from harm and exploitation and to uphold their rights by acting in their best interests and with their consent.

## Section 2: Guiding Principles

### Safeguarding Vulnerable Adults Statement

The Diocese is committed to safeguarding as an integral component of the life and ministry of the Church and recognises that we have a special responsibility towards all vulnerable people who are members of our faith community.

We will want to reassure them, their carers and their advocates that we are committed to creating a safe, caring and compassionate environment for all but especially those parishioners defined as “vulnerable”. This commitment is based on Gospel values and teachings and on compliance with “best practice.”

The Diocesan Guidelines, when implemented, should ensure the welfare of “Vulnerable Adults” by:

- Making the welfare of the vulnerable adult a central element of safeguarding;
- Ensuring that these guidelines are supported by robust procedures;
- Implementing the existing procedures for safe recruitment and selection of staff and volunteers to work with vulnerable adults;
- Providing a Code of Conduct/on-going formation materials for diocesan personnel whose ministry brings them into contact with vulnerable adults;
- Having clear procedures for dealing with and reporting concerns and allegations of abuse;
- Managing personal information and sensitive data, confidentiality and the sharing of information in line with legal requirements;
- Establishing and maintaining links with statutory and voluntary agencies/organisations to ensure “best practice” throughout the Diocese.

### Values and Principles

Diocesan practice and these Safeguarding Guidelines should be underpinned and guided by a number of values and principles as outlined below:

- *Access to information and knowledge* – vulnerable adults will have access to information that they can understand in order to make an informed choice, including access to expert knowledge and advocacy, as required.
- *Choice* – vulnerable adults will have the opportunity to select independently from a range of options based on clear and accurate information e.g. the choice to participate or not to participate in a church based activity such as a parish party, outing or pilgrimage.

- *Confidentiality* – vulnerable adults will know that information about them is managed appropriately and that there is a clear understanding of confidentiality and its limits among staff/volunteers.
- *Consent* – vulnerable adults have the right to be supported in making their own decisions and to give or withhold their consent to an activity or service.
- *Dignity and Respect* – vulnerable adults will be accorded the same respect and dignity as any other adult, by recognising their uniqueness and personal needs.
- *Equality and Cultural Diversity* – vulnerable adults will be treated equally and their background and culture will be valued and respected.
- *Independence* – vulnerable adults will have as much control as possible over their lives whilst being safeguarded against unreasonable risks.
- *Privacy* – vulnerable adults will be free from unnecessary intrusion into their affairs and there will be a balance between the individual's own safety and the safety of others.
- *Safety* – vulnerable adults will feel safe and live without fear of violence, neglect or abuse in any form.

### **Consent and Capacity**

It is important that clergy, staff and volunteers understand the issues of consent and capacity to comprehend in order to establish a vulnerable adult's ability to give meaningful consent to a particular act and/or situation or to any help or intervention.

Meaningful consent is a clear indication of a willingness to participate in an activity or to accept a service. The vulnerable adult may signal consent verbally, by gesture, by willing participation or in writing. Decisions with more serious consequences will require more formal or professional consideration of consent and appropriate steps should always be taken to ensure that consent is valid.

Clergy, staff and volunteers should remember that no one can give, or withhold consent on behalf of another adult, unless special provision has been made for this, usually in law. In certain situations the need for consent may be overridden. For example, to meet a legal responsibility to report or prevent immediate or significant harm either to the vulnerable adult or to the general public. As far as possible, vulnerable adults should be supported to communicate their concerns to relevant agencies.

### **Gaining consent from a vulnerable adult**

Consent is a process - it results from understanding through dialogue and the provision of information. It may be expressly given or, alternatively, it may be signalled by a person's conduct. For example, an individual may signal his/her consent to participate in informal

situations such as a staff party or a party in residential home or the weekly parish club, or by willingly asking a volunteer to assist them in accessing toilet facilities.

As a general rule, the method of gaining consent is likely to be influenced by the seriousness of what is being proposed. The type of services and activities offered by parishes in the Diocese to vulnerable adults would be unlikely to require written consent. There may, however, be occasions when written consent is required and if clergy have concerns about consent, e.g. as to its validity, they should always seek advice from their Bishop/Superior and/or the Diocesan Safeguarding Co-ordinator. In such circumstances, members of staff or volunteers should always seek advice from their line manager/leader and/or the Diocesan Safeguarding Co-ordinator. In such cases the Diocesan Safeguarding Co-ordinator will, in turn, seek professional advice on the matter from the relevant Statutory Authorities. Individuals always have the right to consult directly with statutory agencies.

The important issue is to ensure that the consent given is valid. The consent of a vulnerable adult is considered valid ONLY if:

1. He/she has the capacity to consent, i.e. he/she can understand and weigh up the information needed to make the decision;
2. Sufficient information has been given to him/her, in an appropriate way, on which to base the decision;
3. Consent has been given on a voluntary basis, that is free from coercion or negative influence.

**If any of these three factors is absent, consent cannot be considered to be valid.**

Legal protections need to be put in place if someone such as a family member, an advocate or health professional has to make decisions for a vulnerable adult who has been deemed to lack capacity.

## Section 3: Legal Framework

Vulnerable adults are protected against criminal acts in the same way as any other person. Where there is reasonable suspicion that a criminal offence may have occurred, it is the responsibility of An Garda Síochána to investigate and make decisions about what action should be taken. The Gardaí should always be consulted about criminal matters.

(See Appendix 5 for key legislation within the Republic of Ireland)

### Definition of a Vulnerable Adult

The National Policy & Procedures on Safeguarding Vulnerable Persons at Risk of Abuse published by the HSE in Dec. 2014, defines a vulnerable adult as an adult who is restricted in capacity to guard himself/herself against harm or exploitation or to report such harm or exploitation. Restriction in capacity may arise as a result of physical or intellectual impairment and the risk of abuse may be influenced by both context and individual circumstances.

The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 defines a vulnerable adult as follows:

“Vulnerable Person” means a person, other than a child, who—

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age,  
or
- (d) has a physical disability,

which is of such a nature or degree—

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
- (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

In addition, the Criminal Justice (Withholding of Information of Offences against Children and Vulnerable Persons Act 2012 provides for a very similar (but not exactly the same) definition of ‘Vulnerable Person’ in the following terms:



“Vulnerable Person” means a person (including, insofar as the offences specified at *paragraph 8 of Schedule 2* are concerned, a child aged 17 years old)—

(a) who—

(i) is suffering from a disorder of the mind, whether as a result of mental illness or dementia, or

(ii) has an intellectual disability

which is of such a nature or degree as to severely restrict the capacity of the person to guard himself or herself against serious exploitation or abuse, whether physical or sexual, by another person, or

(b) who is suffering from an enduring physical impairment or injury which is of such a nature or degree as to severely restrict the capacity of the person to guard himself or herself against serious exploitation or abuse, whether physical or sexual, by another person or to report such exploitation or abuse to the Garda Síochána or both.

In addition to the legislative definitions above, the Church recognises the need to safeguard other adults who may be in a vulnerable position and who may be in need of pastoral care or be open to exploitation due to their current circumstances e.g. bereavement, relationship breakdown, undergoing counselling etc.

The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected under the Human Rights Act 1998. Specifically, a vulnerable adult’s right to life is protected under Article 1; their right to be protected from inhuman and degrading treatment under Article 3; and their right to liberty and security under Article 5.

## Section 4: Recruitment and Selection

The Diocese consistently applies a thorough and clearly defined method of recruiting staff and volunteers, involved in a regulated activity, in line with legislative requirements and best practice.

### **To achieve this the following criteria is used**

- There is an application form that includes information about past work and volunteering
- Two written references are sought
- There is a role description and a code of conduct
- A Confidential Declaration Form requesting information on previous convictions and investigations must be completed
- A Verification of Identity Form must be completed
- Garda Vetting is carried out
- All staff and volunteers must attend a safeguarding awareness session

## Section 5: Recognising Abuse

### What is abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

In 'Protecting Our Future, Report of the Working Group on Elder Abuse, DoH 2002 (ROI)' elder abuse is defined as "a single or repeated act or lack of appropriate action occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person or violates their human and civil rights".

Abuse can take many forms including the following:

### Physical Abuse

- Including – hitting, slapping, pushing, burning, giving a person medicine that may harm them, restraining or disciplining a person in an inappropriate way.
- Possible signs – fractures, bruising, burns, pain, marks, not wanting to be touched.

### Psychological Abuse

- Including – emotional abuse, verbal abuse, humiliation, bullying and the use of threats of harm or abandonment, devaluation of conduct, controlling, isolation or withdrawal from services or support networks.
- Possible signs – being withdrawn, depression, feeling hopeless/helpless, tearfulness, excessive fears, disrupted appetite/sleeping patterns, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, not being able to concentrate or focus.

### Financial or Material Abuse

- Including – misusing or stealing the person's property, possessions or benefits, cheating them, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions.
- Possible signs – having unusual difficulty with finances, not having enough money, being too protective of money and things they own, not paying bills, not having normal home comforts, disparity between living conditions and assets.

## **Sexual Abuse**

- Including – direct or indirect sexual activity where the vulnerable adult has not consented or could not consent or into which he or she was compelled to consent.
- Possible signs – physical symptoms including genital itching or soreness or having a sexually transmitted disease, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, changes in appearance.

## **Neglect or Acts of Omission**

- Including – withdrawing or not giving the help that a vulnerable adult needs, so causing them to suffer. Including failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.
- Possible signs – having pain or discomfort, being very hungry, thirsty or untidy, failing health, pressure sores, under/over medication, absence of required aids including wheelchair, glasses, dentures, inappropriate clothing, changes in behaviour.

## **Discriminatory Abuse**

- Including – the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- Possible signs – the person not receiving the care services they require, their carer being overly critical or making insulting remarks about the person, the person being made to dress differently from how they wish.

## **Institutional Abuse**

This can happen when an organisation, where the person is living or receiving care from, fails to ensure that the necessary processes and systems are in place to safeguard vulnerable adults and maintain good standards of care and service.

- Including - lack of training of staff and volunteers, lack of or poor quality supervision and management, poor record keeping and liaison with other agencies, low staff morale and high staff turnover.
- Possible signs – vulnerable adult has no personal clothing or possessions, there is no care plan, the person is often admitted to hospital, or there are instances of staff/ volunteers having treated the person badly or unsatisfactorily or acting in a way that causes harm, poor staff morale and high staff turnover and lack of clear lines of accountability and consistency of management.

If there are concerns about a vulnerable adult's wellbeing which are not dealt with under vulnerable adult safeguarding procedures they should be reported to the local HSE Department/HIQA. A record of this referral should be retained.

### **Where might abuse take place?**

Abuse can happen anywhere:

- In someone's own home
- In a carer's home
- Within day care, residential care, nursing care or other institutional settings
- At work or in educational settings
- In rented accommodation or commercial premises
- In public places

### **Who might abuse?**

This could be anyone who has contact with the vulnerable person – it could be a partner, spouse, child, relative, friend, advocate, informal carer, a member of the clergy/ religious order, a healthcare, social care or other worker, a peer or, less commonly, a stranger.

### **Domestic/Familial Abuse**

This is the abuse of a vulnerable adult by a family member such as partner, son, daughter or sibling.

### **Professional Abuse**

The misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems.

Possible signs of professional abuse include:

- Entering into inappropriate relationships with a vulnerable adult
- Failure to refer disclosure of abuse
- Poor, ill-informed or outmoded care practice
- Failure to help a vulnerable adult to access health/care treatment
- Denying a vulnerable adult access to professional support and services such as advocacy
- Inappropriate response to challenging behaviours
- Failure to whistleblow on issues when internal procedures to highlight issue are exhausted

**Peer Abuse**

This is the abuse of one vulnerable adult by another vulnerable adult within a care setting. It can occur in group or communal settings, such as day care centres, clubs, residential care homes, nursing homes or other institutional settings.

**Stranger Abuse**

A vulnerable adult may be abused by someone who they do not know such as a stranger, a member of the public or a person who deliberately targets vulnerable people.

Every organisation should have procedures in place for dealing with concerns raised by staff and volunteers and for reporting those concerns. Reports should be made to the relevant HSE Department/HIQA and/or An Garda Síochana.

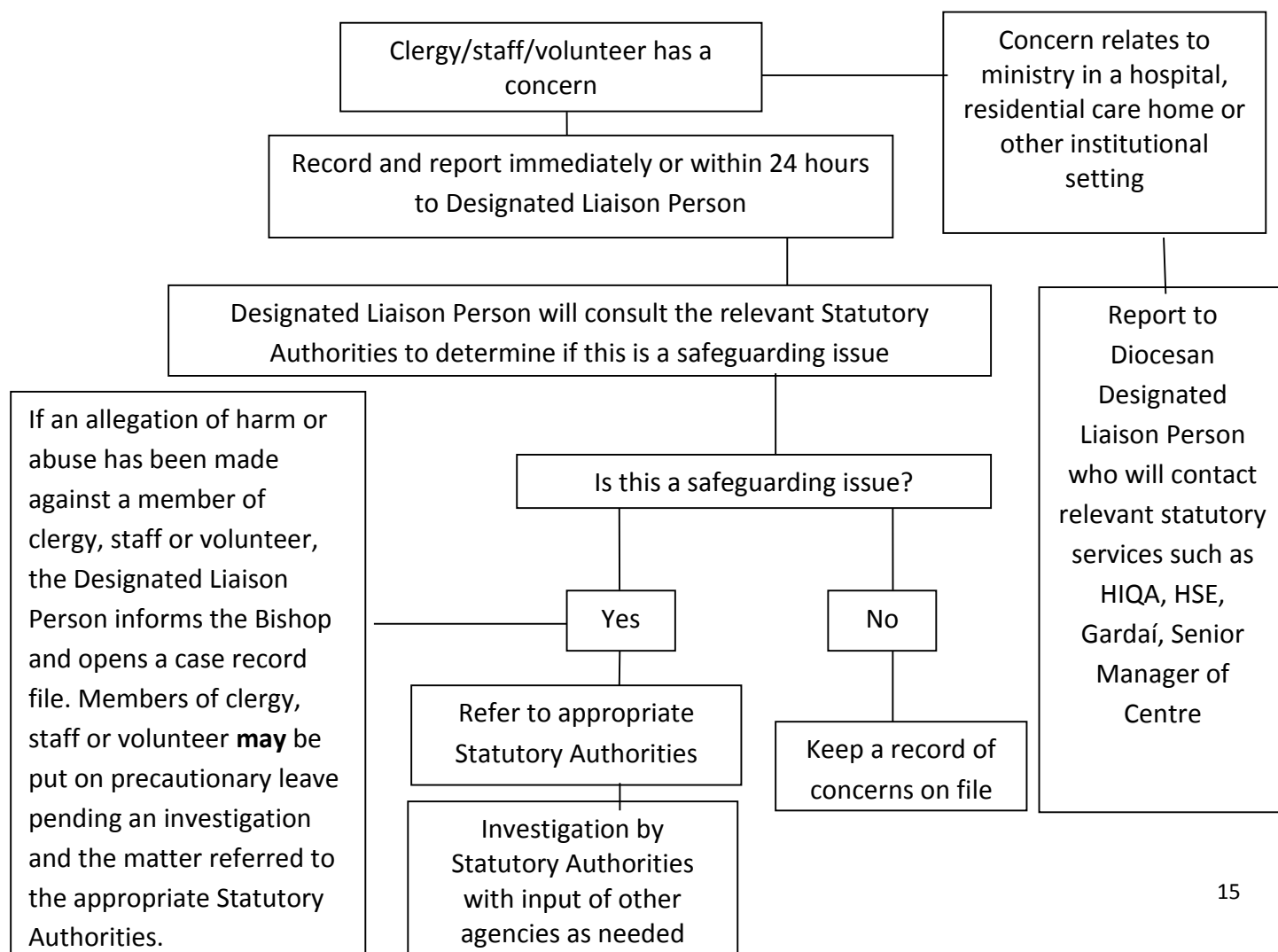
## Section 6: Recording and Reporting

Everyone is entitled to have their civil and human rights upheld and to live a life free from abuse and neglect. All concerns, allegations and disclosures must be taken seriously and dealt with appropriately.

When there are concerns or where a disclosure or allegation is made, people often feel anxious about passing on the information to someone else. Concerned individuals may ask themselves, “What if I am wrong?” and this may hold them back from taking action. It is important for clergy, staff and volunteers to know that they are *not responsible for deciding whether or not abuse has occurred* and neither are they *responsible for conducting an investigation*. This is the role of the appropriate authorities. However, clergy, staff and volunteers do need to pass on any concerns they have – see “Reporting Procedure Flowchart” below which applies to all Diocesan clergy, staff and volunteers.

However, if your ministry involves visiting vulnerable adults in hospitals, residential care homes or other institutional settings, the reporting procedure is through the Designated Person/Manager of the relevant institution.

### Reporting Procedure Flowchart



## **What would cause you concern or suspicion about abuse?**

There are a number of ways in which you might become concerned or suspicious that a vulnerable adult is suffering or, has suffered, harm.

- The vulnerable adult may tell you directly.
- Someone else may tell you of their concerns or some incident that causes you concerns.
- A vulnerable adult may show some signs of physical injury for which there appears to be no credible or satisfactory explanation.
- A vulnerable adult's demeanour/behaviour may cause you to suspect that something does not feel right, or possible abuse has taken place.
- The behaviour of another individual close to the vulnerable adult makes you feel uncomfortable (this may be another staff member, volunteer, or leader of an activity or family member).
- Through general good neighbourliness and social guardianship.

Being alert to possible abuse plays a significant role in ensuring that vulnerable adults are safeguarded and it is important that **all** concerns about possible abuse are reported.

## **What if a vulnerable adult discloses abuse?**

Where this happens, it is important that clergy, staff and volunteers know how to respond and do so in accordance with the following guidelines:

### **DO**

- Stay calm
- Listen
- Reassure the person - tell him/her they did the right thing in telling you
- Let them know that the information will be taken seriously and give them information about what will happen next
- If urgent medical/police help is needed, call the emergency services
- Ensure the safety of the person
- Be aware that forensic evidence might be needed
- Let the person know that they will be kept informed at every stage
- Record in writing (date and sign your record) and report to the Designated Liaison Person for the Diocese
- Act without delay



## DO NOT

- Stop someone disclosing to you
- Promise to keep secret what they tell you
- Press the person for more details or make them repeat the story
- Gossip about the disclosure or pass any information about this to anyone who does not have a legitimate need to know
- Under any circumstances, contact the alleged abuser
- Attempt to initiate an investigation yourself
- Leave details of your concern on a voicemail or e-mail
- Delay in responding

## Checking Out

There may need to be some initial “checking out” with the vulnerable adult who has disclosed information to you in order to ensure his/her safety. For example, if clergy, staff or a volunteer notices a bruise on a vulnerable adult’s arm, it would be appropriate to ask “I see you have a bruise on your arm. How did that happen?” Then listen. However, be careful not to start investigating.

It is important that clergy, staff and volunteers understand the clear distinction between “checking out” and an investigation. ***Do not start investigating by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial checking out, listening and expressing your concern.***

## **Section 7: Inter-Agency Cooperation and Sharing of Information**

The principles and rights, which have been identified in these guidelines, can be further strengthened through the promotion of effective inter-agency cooperation.

These include the requirements for agencies, both statutory and voluntary, to:

- Work together to protect the rights of vulnerable adults;
- To actively promote the empowerment and well-being of vulnerable adults through the services they provide;
- To work together with the aim of improving the quality of safeguarding work;
- To ensure that best practice in keeping vulnerable adults safe from harm is achieved.

The purpose of inter - agency cooperation in relation to the protection and safeguarding of vulnerable adults is to ensure that by working cooperatively, a consistent response will be made when concerns are raised or allegations of harm are made.

### **Sharing of Information**

All vulnerable adults and, where appropriate, their carers or advocates, need to be made aware that the operation of multi-disciplinary and inter-agency procedures will, on occasion, require the sharing of information in order to protect a vulnerable adult or others, or to investigate an alleged suspected criminal offence.

### **Confidential Information Sharing**

In normal circumstances, observing the principle of confidentiality will mean that information is only passed on to others with the consent of the service user. However, it should be recognised that in order to protect vulnerable adults, it may be necessary, in some circumstances, to share information that might, normally, be regarded as confidential.

The duty to protect takes precedence over individual confidentiality if a person or others are at serious risk of harm or have been seriously harmed. But information sharing will be proportional and on a “need to know” basis. The person will be advised before the information is shared and will be made aware of the names of those with whom it is intended to be shared.

## Section 8: Role of the Designated Liaison Person

The Diocese of Ardagh & Clonmacnois has appointed a Designated Liaison Person and a Deputy Designated Liaison Person who are responsible for managing all concerns, allegations and complaints regarding actual or potential harm or abuse which come to the attention of the Diocese. Contact details are shown below:

**Mr. Sean Leydon**

Diocesan Office,  
St. Michael's,  
Longford.  
Tel. 087 3327587

**Ms. Roisin O'Doherty**

Diocesan Office,  
St. Michael's,  
Longford  
Tel. 087 7431649

The Designated Liaison Person(s) are responsible for acting as a source of advice on vulnerable adult safeguarding matters, for co-ordinating action within the Diocese and for liaising with the relevant statutory authorities and other agencies, as appropriate, about suspected or actual cases of vulnerable adult harm or abuse. When you contact the Designated Liaison Person, he/she will undertake the following steps:

- They will contact the relevant HSE Social Services Department/HIQA and the Gardaí.
- Provide information and advice on safeguarding vulnerable adults;
- Ensure that the vulnerable adult guidelines are followed, particularly in relation to informing the appropriate statutory agencies;
- Ensure that appropriate information is available at the time of the referral to the statutory agencies and that the referral is confirmed in writing, under confidential cover;
- Liaise with the relevant Gardaí, social services and other agencies as appropriate;
- Keep relevant people within the Diocese informed about any action taken and any further action required;
- Ensure that an individual case record is maintained of concerns about the abuse and the action taken by the Diocese, the liaison with other agencies and the outcome;
- Advise the Diocese on safeguarding vulnerable adult training needs.

## Section 9: Record Keeping and Confidentiality

### Record Keeping

All records relating to concerns/ allegations of suspected or actual abuse of a vulnerable adult/s will be maintained by the Designated Liaison Person in the Diocesan office. Copies of Records and any other relevant information relating to these records should **NEVER** be stored at parish level. They should be stored securely in the Diocesan office.

Safeguarding records must be kept at least 20 years.

It is the responsibility of the Diocese to ensure that the gathering, storage, usage and sharing of personal information is in line with the requirements of the Data Protection Acts, 1988 and 2003.

### Confidentiality

It is important that clergy, staff and volunteers understand the importance of confidentiality. All information relating to concerns/suspicious/allegations about a vulnerable adult should be treated as confidential and should only be communicated on a “need to know” basis. This information should **NOT** be shared with anyone, inside or outside the Diocese, unless they are involved in the case. Only the relevant personnel need to be involved. The Designated Liaison Person will advise on “who needs to know” and who should have access to records.

While information about vulnerable adults is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or others or where a crime is suspected. This includes the disclosure of information to An Garda Síochana and the relevant HSE Department /HIQA.

In normal circumstances observing the principle of confidentiality will mean that the information is passed on to others with the consent of the person concerned. However, it should be recognised that in order to safeguard vulnerable adults, it may be necessary, in some circumstances, to share information that might normally be regarded as confidential.

All vulnerable adults, and where appropriate, their carers or representatives need to be made aware that the operation of inter-agency procedures will, on occasion, require the sharing of information in order to safeguard a vulnerable adult or others, or to investigate an alleged or suspected criminal offence.

## Section 10: Bibliography

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Protecting Our Future, Report of the Working Group on Elder Abuse, DoH, 2002

Safeguarding Vulnerable Adults: A Shared Responsibility - Volunteer Now, October 2010 (NI)

Safeguarding Vulnerable Adults: Regional Adult Protection and Procedural Guidance September 2006 (NI)

The Law Reform Commission (2006) Vulnerable Adults and the Law [www.lawreform.ie](http://www.lawreform.ie)

## **Appendix 1: Recruitment Forms and Code of Conduct**

## CONFIDENTIAL APPLICATION FORM

### STAFF AND VOLUNTEERS

Diocese: \_\_\_\_\_ Parish: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Tel. \_\_\_\_\_ Email: \_\_\_\_\_

Which ministry are you completing this application for? \_\_\_\_\_

Previous work experience \_\_\_\_\_

Have you previously been involved in voluntary work: Yes  No

*If yes, please give details* \_\_\_\_\_

Why do you want to get involved with this diocesan/parish activity/ministry?

Have you previously received any training for working with vulnerable adults?

Yes  No

*If yes, please give details* \_\_\_\_\_



Is there any medical information we need to be aware of?

\_\_\_\_\_

Are you prepared to submit yourself for Garda Vetting before participation in this ministry?      Yes                         No  

Please provide the names and addresses of two people whom we could contact for a reference (not relatives, your parish priest or the Local Safeguarding Representative)

1	2
Name	Name
Address	Address
Tel	Tel
E-Mail	E-Mail

*I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry/activity. I agree to abide by and accept the terms and conditions of participation.*

*I have read "Safeguarding Vulnerable Adults Policy for the Diocese of Ardagh & Clonmacnois" and agree to comply with the policies, procedures and practices set out in this document.*

*In accordance with the Data Protection Acts 1988 & 2003 I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Confidential Declaration Form

Declaration form for all staff and volunteers working with vulnerable adults.

The Diocese of Ardagh and Clonmacnois upholds the principle that the welfare of children, young people and vulnerable adults is of paramount importance.

We therefore ask everyone who works with or volunteers for the Church, who will come into contact with children or vulnerable adults or the personal details of children or vulnerable adults to complete and sign this declaration.

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or a bound over order? **Yes**  **No**

If yes, please state below the nature and date(s) of the offence(s)

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a vulnerable adult?

(Please tick) Yes  No

If yes, please give details including date(s) below:

\_\_\_\_\_

**Full name (Print):** \_\_\_\_\_

Any surname previously known by: \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date of birth:** \_\_\_\_\_ **Place of birth:** \_\_\_\_\_

**Declaration: I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation.**

**I hereby declare the information I have provided is accurate.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Confidential Reference Form

Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_ has applied for  
the position of \_\_\_\_\_ in the parish of \_\_\_\_\_ and has  
given your name as a referee.

The post may involve access to vulnerable adults. Is there any reason to be concerned about this applicant being in contact with vulnerable adults? Yes  No

If you have answered yes we will contact you in confidence.

If you are happy to complete this reference all information contained on the form will remain confidential and will only be shared with our parish recruitment personnel.

How long do you know this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What qualities and skills does this person have which you consider suitable for this position?

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

### Parish use only

Date received: \_\_\_\_\_

Received by: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# VALID ID DOCUMENTS

Two documents must be produced in the name of the applicant – **one from Group 1 and one from Group 2**

## Group 1

- Driving Licence
- Passport
- Photo signed by Gardaí
- Validated Student Card

## Group 2

- Bank Account
- Utility Bill
- Exam Certificate
- Store Card Statement
- Letter from Head Teacher

Documentation from Group 2 must be issued within the last 6 months

Two documents must be produced in the name of the applicant – **one from Group 1 and 1 from Group 2.**



Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No  Yes  Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

**DECLARATION OF APPLICANT**

I, the undersigned, who have applied for a position as a\* \_\_\_\_\_ hereby authorise An Garda Síochána to furnish to the **Diocese of Ardagh & Clonmacnois** a statement that there are no convictions against me in the Republic of Ireland or elsewhere, or a statement of convictions and /or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, subject to the administrative filter implemented by the Minister for Justice and Equality on 31<sup>st</sup> March 2014.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE PRINT ALSO ( \_\_\_\_\_ )

\*this field is mandatory

**To be completed by Parish/Diocesan Agency**

Parish Priest/Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

**To be completed by Diocesan Office**

Authorised Signatory \_\_\_\_\_ (Diocese of Ardagh & Clonmacnois)

PLEASE PRINT ALSO ( \_\_\_\_\_ )

Authorised Signatory Registration Number: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by The Garda Central Vetting Unit**

Checks were carried out by this office in accordance with current Garda Vetting Policy and based on the information supplied in this application form. The results are as indicated below:

No convictions

Convictions

Prosecutions are pending

**NOTE:** Checks were carried out at this office based on the information supplied. The convictions may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: \_\_\_\_\_ Member I/C

**G.C.V.U.**

## Letter of Appointment

Diocese of Ardagh and Clonmacnois

Date:

Parish of \_\_\_\_\_

Name:

Address:

Volunteering Role:

Dear

I am writing to confirm that you are now in a position to take up your volunteering role and to thank you for your patience and co-operation.

Enclosed is a copy of the Code of Behaviour for staff and volunteers and a Volunteer Agreement Form. Please complete the enclosed Agreement Form and return it to me. If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact either your group leader or your Parish Priest.

May I take this opportunity to welcome you and to thank you for your commitment to the parish.

Yours sincerely:

\_\_\_\_\_  
Name & Title

**Letter of  
Agreement**

*Diocese of Ardagh & Clonmacnois*

Parish: \_\_\_\_\_

Position: \_\_\_\_\_

I have attended/will attend (delete as appropriate) a Parish Information Session on Safeguarding Vulnerable Adults. I have received the Diocesan Code of Behaviour and agree to read and adhere to it and to the Diocesan Guidelines for Safeguarding of vulnerable Adults.

I understand and accept that it is my duty to safeguard the welfare of vulnerable adults.

Signed: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Date: \_\_\_\_\_



## Application Verification Form

Name of Applicant: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Address of Applicant:  
\_\_\_\_\_  
\_\_\_\_\_

Phone No/s: \_\_\_\_\_

### Verification of Application Form:

Name of Job applied for: \_\_\_\_\_

Application Checked By: \_\_\_\_\_

Date of Check: \_\_\_\_\_

### Verification of Declaration Form:

Declaration Checked By: \_\_\_\_\_

Date of Check: \_\_\_\_\_

### Verification of Identity:

Type of ID Supplied - List A: \_\_\_\_\_

Type of ID supplied - List B: \_\_\_\_\_

ID Checked By: \_\_\_\_\_

Date of Check: \_\_\_\_\_

### Checking of References:

Name of 1st Referee: \_\_\_\_\_

Reference Checked By: \_\_\_\_\_

Date of Check: \_\_\_\_\_

Name of 2nd Referee: \_\_\_\_\_

Reference Checked By: \_\_\_\_\_

Date of Check: \_\_\_\_\_

## Vetting Verification Form

Name of Applicant:

---

Maiden Name:

---

Address of Applicant:

---

---

Phone No/s: \_\_\_\_\_

---

Name of Job applied for:

---

Reference No. & Date of Check:

---

Decision to Employ: Yes  No

Received By: \_\_\_\_\_

(Employer)

Date Received: \_\_\_\_\_

## Description of Role of Minister of the Eucharist to the Housebound

Job Title: Parish Minister of the Eucharist to the Housebound

Responsible to: Parish Priest

Role: To bring the Eucharist to people who are housebound.

Those undertaking this very important role are responsible to the Parish Priest. Their main responsibilities include:

- Bringing the Eucharist from the parish church to people in the community who are housebound due to health problems, age or disability;
- Following the instructions given by the Diocese for the reverent conveying of the Eucharist and following the appropriate format for the administration of the Eucharist;
- When visiting people either in hospital or in a residential home, to respect the boundaries and regulations of the organisation, particularly by notifying someone in a supervisory position, of your presence in the home;
- Being respectful of the homes of people in the community;
- Being willing to administer the Eucharist prayerfully;
- Being aware of difficulties for some people with swallowing the Eucharist and therefore accommodating the size of the portion of the Host to enable comfortable reception of the Sacrament. It is essential to adhere to guidance from medical staff in relation to health issues e.g. people who are peg fed cannot receive the Eucharist;
- Being sensitive to the fact that doctors, nurses or social services may call just before or whilst the Sacrament is being administered and that medical care should take precedence;
- Being willing to talk with people to whom the Sacrament is being brought, recognising them as part of the Body of Christ;
- Being familiar with and adhering to the Diocesan Safeguarding Policy and Procedures.

### Person Specification

- To be a person of integrity and good character;
- To have reverence for the Eucharist;
- To have a clear understanding of the Eucharist as a Sacrament of unity, reconciliation and healing;
- To fully accept the Church's teaching on the Eucharist and the Mass;
- To be available to bring the Eucharist on a regular basis to those in need;
- To recognise that Jesus is present in the Eucharist and in the people to whom the Eucharist is being given;
- To be able to maintain confidentiality in relation to people's personal details and information.

**Note:** We recognise in the case of close relatives who live at the same address as the housebound or close family members e.g. children/niece/nephew/grandchildren or siblings, there is an exception from the normal vetting requirements as no additional access is created in such cases.

## Code of Conduct for Those who Minister to Vulnerable Adults

Ministry with vulnerable adults is a gift from God. It is critical that boundaries are respected and that relationships are established that always place the needs and well-being of the vulnerable adult as the primary concern. Those carrying out ministries should have clearly defined codes of conduct. A balance needs to be struck between the right to protection and the need to allow appropriate spiritual relationships between an individual and his/her priest, lay minister or volunteer. It is important for all clergy, staff and volunteers to:

- Adhere to the protocols and guidelines of any organisation whose premises they are ministering within;
- Treat everyone equally with respect;
- Engage and interact appropriately with vulnerable adults;
- Be aware of the difficulties posed by language barriers and other communication difficulties;
- Respect the dignity of each individual and their right to personal privacy;
- Recognise that particular care is required in moments when you may be discussing sensitive issues with vulnerable adults;
- Avoid situations that might compromise your relationship with vulnerable adults, and which are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act;
- Respect the religious, cultural, racial and sexual orientation of the vulnerable adult and be open to and aware of diversity in their beliefs and practices and those of their families;
- Provide an example of good conduct you wish others to follow;
- Operate within Diocesan Guidelines.

The Code outlines unacceptable behaviours. Clergy, staff and volunteers must **never**:

- Physically or emotionally abuse or exploit a vulnerable adult;
- Become involved in either using the vulnerable adult's money on his/her behalf or in giving the vulnerable adult advice in the use of his/her money;
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- Do things of a personal nature for a vulnerable adult that he/she is capable of doing for his/herself or are the responsibility of their family or carer;
- Act in ways intended to shame, humiliate, belittle or degrade,
- Discriminate against the person on the basis of religion, race, culture, gender or sexual orientation;
- Form inappropriate relationships with vulnerable adults;
- Gossip about personal details of vulnerable adults and their families;
- Inappropriately photograph or video a vulnerable adult;
- Audio or visual recordings may not be taken of vulnerable adults without their permission. The use of such recordings on any website (social networking sites etc.) or any other medium, either as recorded or digitally altered, is expressly forbidden.

Clergy, staff and volunteers are being made aware of the Code in the expectation that they will act in accordance with it when exercising ministry to the vulnerable.

**Appendix 2: Vulnerable Adult Abuse Report Form**

<b>Vulnerable Adult Allegation/Concern Report Form</b>	
Name of Parish/Organisation	
Name of Vulnerable Adult	
Age/Date of Birth	
Gender	
Names of carers (if known)	
Home Address (if known)	
<b>Please complete those sections below that are relevant</b>	
<b>1. Disclosure by a vulnerable adult</b>	
When was the disclosure made (dates and times)?	
To whom did the vulnerable adult make the disclosure?	
What did the vulnerable adult actually say?	
<b>2. Indicators</b>	
Describe any signs or indications of abuse (with times and dates)	
Has the vulnerable adult alleged that any particular person is the abuser? (If so, please record details and the relationship, if any, to the vulnerable adult below)	

<b>3. Concerns expressed by another person about a vulnerable adult</b>
Record the concerns that were passed to you (with dates and times) and if possible ask the person who expressed the concerns to confirm that the details as written are correct
<b>4. Details of any immediate action take e.g. first aid, etc.</b>
<b>5. Has the vulnerable adult expressed any reservations about you talking to the Designated Liaison Person about the matter?</b>
<b>6. Does the vulnerable adult have any particular needs e.g. communication, etc.?</b>
<b>Signatures</b>
<i>To be signed by the person reporting the concern</i>
Name:
Job Title:
Signed:
Date:
Date received and actioned by Designated Liaison Person:
Name:
Signed:
Date:
Action taken by Designated Liaison Person
Signed:
Date:

## **Appendix 3: Access to Advice and Support**



## Advice and Support

### **An Garda Síochána**

Domestic Violence and Sexual Assault Investigation Unit, Harcourt Square Dublin:

Phone: 01 666 3430

Longford: 043 3350570

Carrick-on-Shannon: 071 9650510

Sligo: 071 9157016

Manorhamilton: 071 9157000

Cavan: 049 4368800

Roscommon: 090 6638300

Boyle: 071 9664620

Athlone: 090 6498550

Mullingar: 044 9384016

Birr: 057 9169710

Tullamore: 057 9327600

### **HSE Contacts for concerns in relation to vulnerable adults**

#### **Longford, Westmeath, Offaly**

Chief Health Officer Area 8,  
HSE,  
Cherry Orchard,  
Dublin 10.

Phone 01 6206330

#### **Leitrim, Sligo**

Senior Case Worker,  
Protection of Older People,  
Ardaghowen,  
The Mall,  
Sligo.

Phone: 071 9149634/087 2251345

#### **Roscommon**

Area Manager, Galway/Roscommon  
Merlin Park,  
Galway.

Phone: 091 775924 or 071 9149634

**You may make contact with any HSE healthcare staff member or you may also seek advice from the HSE Information Line:**

Monday to Saturday 8am – 8pm Call Save: 1850 24 1850 or Email: [info@hse.ie](mailto:info@hse.ie)

**The HSE has a dedicated Elder Abuse Service, with Senior Case Workers working in most Local Health Office Areas.**

**HIQA Health Information and Quality Authority:** The Regulatory Body for nursing homes and designated centres for children and adults with disabilities. The contact details are Northern Regional Office, Social Services Inspectorate, Georges Court, Georges Lane, Smithfield, Dublin 7. Phone 01 8147400 Fax 01 8147499

**The Samaritans** Tel: 1850 609090

**Towards Healing Freephone: 1800 303416**

*“Towards Healing”* is a private and confidential counselling and support service for survivors of institutional, clerical and religious abuse, funded by the Catholic Church in Ireland. The operational hours of the helpline are: Monday and Wednesday (11.00a.m.–8.00p.m.) and Friday (11.00a.m. – 4.00p.m.). An answering machine service is available at all other times.

**Towards Peace: Phone: 01 5053028: Mobile 086 7701533**

*“Towards Peace”* offers spiritual support to victims/survivors of clerical abuse whose faith in God may have been affected by their experience. Following initial telephone contact, *“Towards Peace”* offers an opportunity to talk to a trained spiritual companion in a one-to-one setting, to explore questions and concerns about God, and to get in touch with God's presence in their lives.

## **Appendix 4: Roles and Responsibilities**

## Roles and Responsibilities

A summary of the roles and responsibilities within the Diocesan Safeguarding Structure are listed below.

- Bishop of the Diocese:** Overall responsibility for ensuring that the safeguarding mechanisms for protecting all vulnerable people and groups are firmly established and working across the Diocese.
- Diocesan Safeguarding Committee:** Established to oversee the implementation of a safeguarding strategy and to ensure that arrangements are set up within the Diocese. The committee is accountable to the Bishop.
- Diocesan Safeguarding Team:** The team includes a Designated Liaison Person and a Deputy Designated Liaison Person, a Diocesan Safeguarding Co-ordinator and Two Safeguarding Trainers.
- Designated Liaison Persons:** Two Designated Liaison Persons are responsible for managing and coordinating all allegations, suspicions and concerns of child and vulnerable adult abuse within the Diocese. This involves referral to the statutory services, setting up multi-disciplinary strategy discussion meetings and the internal management of cases, including preparing information for the Bishop and the Diocesan Advisory Panel.
- Diocesan Advisory Panel:** The panel is appointed by the Bishop. The role of the Panel is to provide the bishop with recommendations about the management of individuals (following investigation by the Gardaí) against whom allegations of abuse of children/vulnerable adults have been made. The panel comprises representatives from the medical, canon law, statutory, legal and educational backgrounds.

## **Appendix 5: Legal Framework**

## Key relevant legislation within the Republic of Ireland is as follows:

- National Vetting Bureau (Children and Vulnerable Persons) Act 2012
- Criminal Justice (Withholding of Information of Offences against Children and Vulnerable Persons Act 2012)
- Assisted Decision Making Capacity Bill 2013
- Lunacy Regulation (Ireland ) Act 1871
- The Constitution – Bunreacht na hÉireann 1937
- Domestic Violence Act 1996 & Domestic Violence (Amendment) Act 2002
- Powers Of Attorney Act 1996
- Family Law (Miscellaneous Provisions) Act 1997
- Data Protection Act 1998, 2003
- Human Rights Commission Act 2000 and 2001 (this applies to both NI and ROI )
- Equal Status Acts 2000 and 2004
- Mental Health Act 2001
- European Commission on Human Rights Act 2003
- Equality Act 2004
- Disability Act 2005
- Health and Social Care Professionals Act 2005
- Health Act 2007
- Health Act 2007 (Care and Welfare of Residents in Designated Centres for Older People) Regulations 2009 & (Care and Support of Residents in Designated Centres for Persons (Children and Adults with Disabilities)) Regulations 2013
- Medical Practitioners Act 2007
- Pharmacy Act 2007
- Consumer Protection Act 2007
- The Protected Disclosures Act 2014

## **Appendix 6: Guidelines on Intimate Care of Vulnerable Adults**

## **Guidelines on Intimate Care of Vulnerable Adults**

Disability is defined as substantial restriction in the capacity of a person to participate in economic, social cultural life on account of an enduring physical, sensory learning or emotional impairment. The types of disability include: physical disability, mental ill-health, autism, intellectual or learning disability and sensory impairment such as hearing or visual impairment. (Duty to Care; Department of Health & Children April 2001)

Assumptions should not be made about the effects of impairment on a person. These should be elicited as much as possible directly from the person even though communications may be difficult. Where there are communication difficulties, the care giver must become proficient in understanding the person.

To ensure equality of treatment and opportunity for those with disabilities, reasonable adjustments should be made to the physical environment such as access to enable accommodation of their needs, access to membership and access to participation in activities. Prejudice or disabling attitudes of others need to be addressed through education and information.

People with disabilities must be treated fairly avoiding direct discrimination on the basis of disability, victimisation and harassment. Vulnerable adults have the same rights, hopes, fears and aspirations as other adults. They have additional needs that place additional responsibility on those who care and work for them.

### **Code of Practice for the Intimate Care of Vulnerable Adults**

- Vulnerable adults may depend on others for their care and safety
- Appropriate care is to be given by carers/workers/staff/volunteers always respecting a vulnerable adult's dignity, privacy and choice.
- Planning and agreements with a vulnerable adult in relation to how to support their inclusion in activities should be discussed when they are joining an activity, particularly around areas such as personal care and establishing communication.
- Where it is necessary to carry out tasks of a personal nature for a vulnerable adult, this should be done with the full understanding and consent of the vulnerable adult/family member/carer. In carrying out such personal care tasks, sensitivity must be shown to the vulnerable adult and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature, which a vulnerable adult can do for themselves, should not be undertaken by the carer/worker/volunteer.
- In an emergency situation where this type of help is required, family/carer should be fully informed as soon as is reasonably possible.
- Carers/workers/staff should be aware that vulnerable adults may be more likely than other adults to be bullied or subjected to other forms of abuse, and they may also be less clear about physical and emotional boundaries.



## **Appendix 7: Whistle Blowing Policy**

## Policy Statement

- 1.1 The Diocese of Ardagh and Clonmacnois encourages its Clergy, Staff and Volunteers to bring any concerns they may have in respect of safeguarding vulnerable adults to the attention of their activity leader, parish priest or to the Designated Liaison Person.
- 1.2 The Diocese understands the complexities and the difficulties people may have in coming forward with concerns and want to create a culture of openness and support for those who have the courage to do so.
- 1.3 Whistle blowers play an integral part in safeguarding vulnerable adults as they very often provide insights and information not captured elsewhere.
- 1.4 Every person must be aware of their individual responsibility to protect vulnerable adults and to prevent ongoing harm to them and therefore must have the confidence to report their safeguarding concerns.

### 2.0 Aim of Policy

- 2.1 To encourage the reporting of safeguarding concerns/suspicions.
- 2.2 To create an open and transparent culture where concerns will be taken seriously and responded to constructively.

### 3.0 Scope of Policy

- 3.1 Any situation where there are reasonable grounds for concern for the welfare or protection of a vulnerable adult.

### 4.0

#### Definition

- 4.1 A whistle blower is a person who exposes wrongdoing within an organisation in the hope of stopping it.

### 5.0 Procedure

#### 5.1 Reasons for whistle blowing

- To meet each individual's responsibility to raise concerns about unacceptable practice or behaviour.
- To prevent the problem becoming worse
- To protect or reduce risks to others

- To prevent becoming implicated yourself

## 5.2 Reasons why people may find whistle blowing difficult

- Fear of being disloyal to a colleague
- Fear of being wrong
- Fear of not being listened to
- Fear of rejection
- Fear of harassment
- Fear of damaging someone's reputation or career
- Fear of starting a chain of events that might get out of control
- Fear of trusting your gut feeling/intuition

## What to consider when you have concerns.

- 5.3 Discuss your concerns with your immediate leader or superior.
- 5.4 For guidance and support contact the Diocesan Designated Liaison Person (see **Appendix 3**, List of Contact details).
- 5.5 If your concern is about your leader, superior or manager, contact the Designated Liaison Person.
- 5.6 You should put your concerns in writing outlining the background and history, giving names, dates and any other relevant details.
- 5.7 Persons reporting concerns should persist until they get a satisfactory response.
- 5.8 Those who report concerns will be kept informed on the nature and progress of any enquiries by the Designated Liaison Person.
- 5.9 Your supervisor has a responsibility to protect you from harassment or victimisation.
- 5.10 If a reported concern proves to be unfounded but was made in good faith and on reasonable grounds no action will be taken against you. You are protected by law under 'The Protection for Persons Disclosures Act' 2014. The Act provides legal safeguards to employees, contractors, agency workers and people on work experience schemes if they report illegal practices or other specified wrong doings or abuse.
- 5.11 People who make malicious or knowingly false allegations will be reported to the authorities and may be subject to prosecution under the above Act.

## 5.12 Self-Reporting:

There may be occasions where a member of staff, paid or volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. That person has a responsibility to discuss such a situation with their group leader or parish priest so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about welfare or safety of vulnerable adults.

**Designated Liaison Person:**                    **Mr. Sean Leydon**  
St. Michael's,  
Longford  
Tel.                    087 7431649

**Deputy Designated Liaison Person:** **Ms. Roisin O'Doherty**  
St. Michael's,  
Longford.  
Tel.                    087 3327587