



## Reporting a concern

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### **Guide to reporting a concern.**

Everyone must be alert to the possibility that children and Vulnerable Adults with whom they are in contact may be suffering from abuse or neglect. We all have a responsibility to pass on any safeguarding concerns without delay (within the next working day) to the Civil Authorities (Tusla, HSE and An Gardaí), even in cases where Church Personnel are not directly involved.

### **The guiding principles in regard to the reporting of abuse or neglect are:**

- The safety of the child or adult at risk is paramount.
- If you have a concern about a child or adult and are not sure what to do, contact the Designated Liaison Person.
- Reports should be made without delay to the Designated Liaison Person, Tusla and An Gardaí.
- If a child or adult is in immediate danger, contact the Gardaí directly.

*Under the Protection of Persons Reporting Child Abuse Act 1998, so long as you report what you believe is true and it is done in good faith, you cannot be sued.*

### **Reporting Procedure.**

The following summarises the procedure to be followed in reporting concerns related to safeguarding. If a safeguarding concern arises;

- Information relating to the concern must be passed to the Designated Liaison Person without delay. See contact numbers below.
- If the concern is external to the Redemptorists, the Designated Liaison Person will pass the concern to the Civil Authorities
- If the concern is internal, the Designated Liaison Person will ascertain if the grounds for concern are reasonable.
- If the concern is reasonable, a case file is opened by the Designated Liaison Person and the concern is passed to the Church Authority and Civil Authorities without delay (next working day).

- The Designated Liaison Person will update the person raising the concern (within a reasonable timeframe) on whether the concern has been forwarded or not to the Civil Authorities.
- If the person raising the concern is unhappy with the Designated Liaison Person's response, they should be encouraged to go to the Civil Authorities directly.
- In all cases, the person raising the concern should be encouraged to report their concern to the Civil Authorities.
- If you are unsure about any aspect of a safeguarding concern, you are encouraged to contact the Designated Liaison Person directly for advice and support.

**Designated Liaison Person-Ireland**

**Ms Cleo Yates**

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For further information on reporting, please visit

**<https://www.safeguarding.ie/>**