

Procedure for Appointing a Relevant Person under the Children First Act, 2015

July 2023

**Introduction**

**The Director of the Child Safeguarding and Protection Service (CSPS), Andrew Fagan, and the Safeguarding and Support Officer, Deirdre Donnelly, are the ‘relevant persons’ for the Archdiocese of Dublin for the purposes of the Children First Act, 2015 (the Act).**

**The Diocese is required to appoint a relevant person under the Act. The role of the relevant person is to be the first point of contact in relation to the Diocese’s Child Safeguarding Statement. This procedure has been prepared by CSPS and approved by the Archbishop of Dublin, Dermot Farrell. It is available on request to members of the public in hard copy and can be accessed on** [www.csps.dublindiocese.ie](http://www.csps.dublindiocese.ie) **.**

**The diocesan Child Safeguarding Statement**

The Archdiocese of Dublin is a relevant service under the Act. Section 11 (3) requires that the Diocese: “prepare… a written statement (in this Act referred to as a “child safeguarding statement”) specifying the service being provided and the principles and procedures to be observed to ensure as far as practicable, that a child, while availing of the service, is safe from harm”.

The diocesan Child Safeguarding Statement is published on [www.csps.dublindiocese.ie](http://www.csps.dublindiocese.ie) . All those who work for or on behalf of the Diocese, its parishes and offices, whether mandated persons or not, are required to familiarise themselves with the Child Safeguarding Statement and with the other safeguarding policies and procedures listed in the Statement. They are also required to adhere to these policies.

**Appointment of relevant persons**

The Archbishop of Dublin appoints the relevant person(s). The Archbishop has determined that the Director of CSPS, Andrew Fagan, and the Safeguarding and Support Officer, Deirdre Donnelly, should have the responsibility for being the first point of contact in relation to the Diocese’s Child Safeguarding Statement.

**Review**

This procedure will be reviewed in July 2025.