

Role of the Designated Liaison Person

Outlining the responsibilities of the individual appointed as a Designated Liaison Person

Child Protection and Welfare

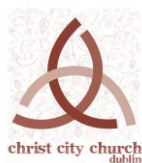
As an organisation in direct contact with children and providing them with organised activities, Christ City Church is required to, under *Children First*, appoint a Designated Liaison Person (often abbreviated to 'DLP'). The responsibilities of this person (and any deputies) are:

- i. Act as a resource person to any staff member or volunteer who has child protection concerns, providing advice and information as required and identifying any additional training needs
- ii. Act as a liaison with outside agencies, including the Child and Family Agency (Tusla) and An Garda Síochána
- iii. Ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the duty social work team in the Child and Family Agency or, in the event of an emergency and the unavailability of a social worker, to An Garda Síochána
- iv. Ensuring that the child protection and welfare policies and procedures are implemented correctly
- v. Ensuring that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments
- vi. Ensuring that records of any actions taken by the church, interactions with other agencies and any outcomes are kept
- vii. Maintaining secure central records of any child protection concerns raised by staff and volunteers

Safeguarding Vulnerable Adults

The responsibilities of the appointed Designated Liaison Person (or his/her deputies) with respect to safeguarding vulnerable adults are as follows:

- i. Act as a point of contact to any staff member or volunteer who may have concerns about the safety or wellbeing of a vulnerable adult within the church community
- ii. Act as a liaison with external statutory agencies, including the Health Service Executive (HSE) and An Garda Síochána
- iii. Ensure that the documented procedures are followed in the event of a serious concern about, or suspected abuse (historical or current) of a vulnerable person
- iv. Ensuring that the policies for safeguarding vulnerable adults are followed
- v. Ensuring that records of any actions taken by the church, interactions with other agencies and any outcomes are kept
- vi. Maintaining secure central records of any adult safeguarding concerns raised by staff and volunteers



Document History

Version	Author(s)	Date Revised	Comments/Changes
1.0	Stephen Sharpe Leanne Vaughan (reviewer)	20/05/2017	New document