

# Loreto Sisters

## Safeguarding Children Reporting Procedures

The Loreto Sisters are committed to promoting the safety, welfare and protection of children and takes all concerns, allegations, suspicions and disclosures of abuse very seriously.

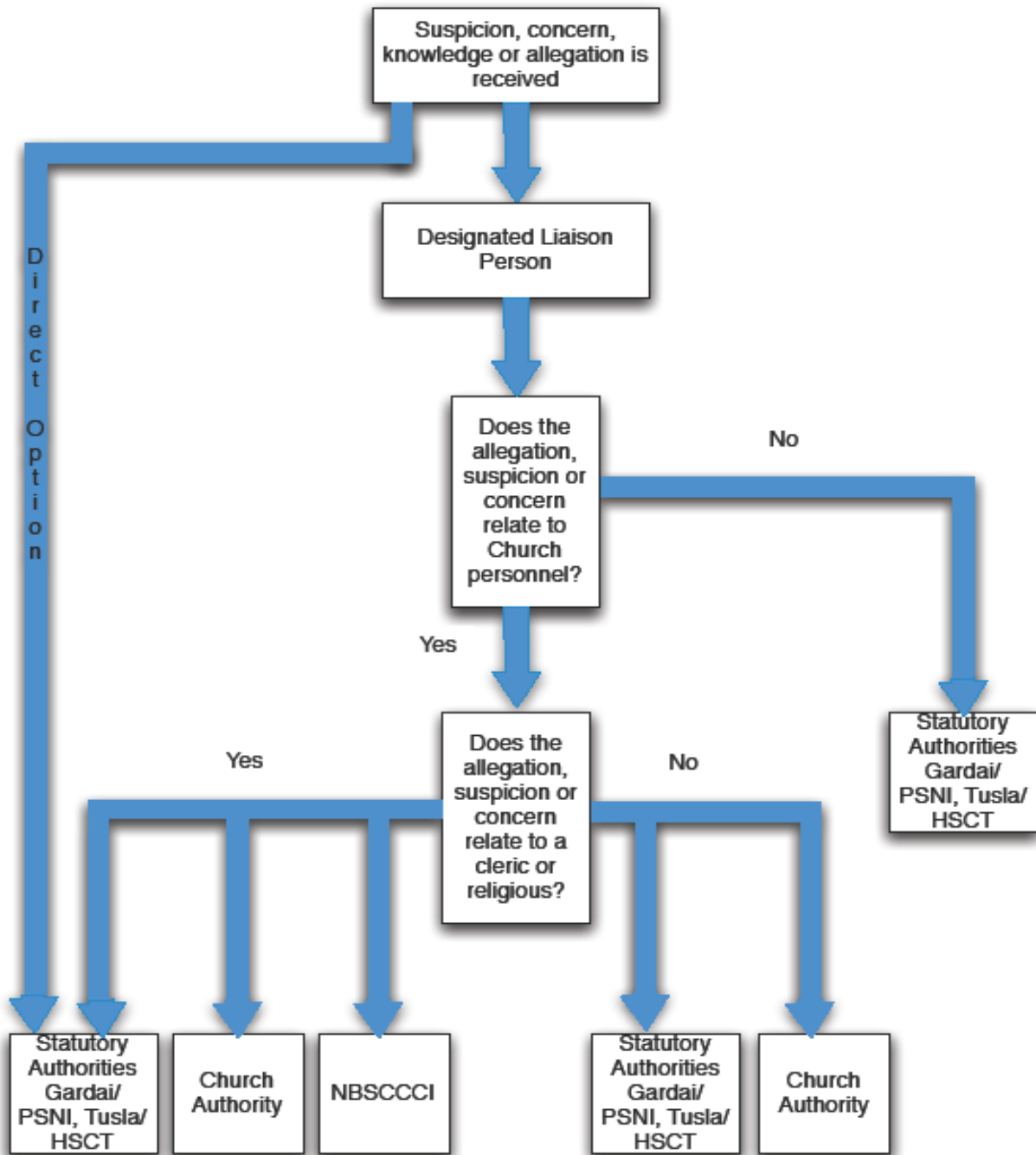
All allegations or suspicions of abuse will be reported to the civil authorities, without delay using this reporting procedure. The only exception is if a disclosure is received during the sacrament of confession.

This procedure sets out the action that shall be taken if any concern, allegations, suspicion or disclosure is made, whether current or historical, against a member of church staff (current or former).

### **The welfare of children is paramount.**

- If a person suspects or is told a child is being or has been abused by a member of church staff (current or former) he/she should inform one of the designated liaison persons of the Loreto Sisters.
- The designated liaison person informs the Province Leader, the Gardaí / PSNI and Tusla / HSCE immediately. A formal report is completed.
- If the designated liaison person is not available or the circumstances of the complaint indicate that this action may not be appropriate, the person should go straight to the Gardaí/PSNI and Tusla / HSCE. However, it is recommended that in this case advice and support be sought from the National Office for Safeguarding Children in the Catholic Church in Ireland. (NOSCCCI).

# Reporting Flow Chart



# Loreto Sisters Safeguarding Children Contact Details

## Designated Liaison Persons:

Persons appointed by the Provincial to receive any Complaint of Child Abuse by Loreto Personnel.

Helen O’Riordan,  
Conabury House, Newtown Court, Wexford, Co. Wexford. Tel. 086 3528613  
email: [hforiordan@eircom.net](mailto:hforiordan@eircom.net)

Suzie Duffy,  
Apartment 2, Loreto Hall, Loreto Wood, Cavan, Co. Cavan. Tel. 049 4371141  
email: [suzieduffy@eircom.net](mailto:suzieduffy@eircom.net)

## Employment Resource / Health & Safety Officer:

Hugh Morris,  
Loreto House, Beaufort, Rathfarnham, Dublin 14. Tel. 01 4933827  
Email: [healthcareibvm@eircom.net](mailto:healthcareibvm@eircom.net)

## Towards Healing: Counselling & Support for Survivors of Abuse.

Republic of Ireland: freephone 1800 303416  
Northern Ireland: freephone 0800 0963315  
e-mail: [info@towardshealing.ie](mailto:info@towardshealing.ie) website: [www.towardshealing.ie](http://www.towardshealing.ie)

## Towards Peace: Spiritual Support for Survivors of Abuse.

Columba House, St. Patrick’s College, Maynooth, Co. Kildare  
Tel. 01 5053028  
Mobile: 086 7710533  
e-mail: [towardspeace@iecon.ie](mailto:towardspeace@iecon.ie) website: [www.towardspeace.ie](http://www.towardspeace.ie)

## Tusla (Child and Family Agency):

Contact your local Community Care Area. Tel. 1850 241850  
Website: [www.hse.ie/eng/services](http://www.hse.ie/eng/services)

## Department of Health, Social Service and Public Safety (DHSSPS):

Contact your local Health and Social Services Board (Eastern, Northern, Southern or Western)  
website: [www.dhsspsni.gov.uk/child\\_protection\\_guidance](http://www.dhsspsni.gov.uk/child_protection_guidance)

## Connect Counselling Service:

ROI: 1800 477477 freephone  
NI: 00800 477477 77 freephone  
e-mail: [admin@connectcounselling.ie](mailto:admin@connectcounselling.ie) website: [www.connectcounselling.ie](http://www.connectcounselling.ie)

## National Office for Safeguarding Children:

New House, St. Patrick’s College, Maynooth, Co. Kildare. Tel: 01 5053124  
email: [admin@safeguarding.ie](mailto:admin@safeguarding.ie) website: [www.safeguarding.ie](http://www.safeguarding.ie)

## If you have a safeguarding concern you must:

- Report this **without delay** to your Designated Liaison Person (DLP).
- Make a record which will be submitted to the DLP.
- The DLP will respond back to you that the allegation has been received.
- Store this correspondence with the document you have submitted to the DLP securely, in your local setting (but not in your own home).
- The DLP will report this to the Statutory Authorities, having ascertained that it is a safeguarding concern and not a disciplinary matter which does not constitute abuse.
- The Statutory Authorities will write back to the DLP to say that they have received the report.
- The DLP will store this correspondence with the report they made securely.
- You will only be contacted if requested by the Statutory Authorities.
- If the DLP decides not to refer the incident, you have the right to reasons in writing for this decision and to refer the matter yourself to the Statutory Authorities.

