



CONGREGATION OF OUR LADY OF THE MISSIONS

POLICY & GUIDELINES FOR

THE SAFEGUARDING OF CHILDREN

AND

ADULTS AT RISK OF HARM

IRELAND

May 2026

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Registered Charity No. 6440

www.rndmukireland.org.uk

Congregation of Our Lady of the Missions (Ireland) CLG

Charity Number Ireland 6440, Company Number 559300, Charity Regulatory Number 20011833

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INTRODUCTION

We, the Sisters of Our Lady of the Missions, commit ourselves to always maintaining attitudes of respect, care, support, and encouragement in our communities, ministries, and all other institutions in which we live and work. As a missionary Congregation which began in 1861 in France, we have sent sisters all over the world, but we are proud to know that our first presence in Ireland was in 1926 (Limavady, Co Derry), where we opened a school, and later in 1952, we began our mission in Churchtown, Dublin. Our missionary Charism is based on the vision of our Foundress Euphrasie Barbier, who, in her directives written in 1871, states:

“The sisters will have for one another a profound esteem and sincere affection based on one’s talents or natural qualities, not on purely human sympathies, but on God . . . They will be attentive that everything in their words, actions and mutual relations bears witness to their esteem and cordiality, without distinction of country or of character, in such a way that each sister can count on the simplicity, candour, sincere affection and love of her sisters.”

Euphrasie Barbier. Directory, Dec 1871. (Constitutions pg 50).

In putting together this policy on safeguarding of children and adults at risk of harm, it is our hope and desire to live out the aspirations expressed by our Foundress in our relationships with all those whose lives we touch every day.

AIM

The Sisters of Our Lady of the Missions (subsequently referred to as ‘The Charity’) are committed to safeguarding and promoting the welfare of children and adults at risk of harm. All sisters and employees have a duty to be alert to potential vulnerabilities in children and adults and know what to do if they have concerns.

All sisters and employees are expected to understand and implement The Charity’s safeguarding policy and procedures.

When a sister or employee works for or volunteers with a third-party organisation, diocese or charity, she must ensure that she has a working knowledge of its Safeguarding Policy.

PURPOSE

The purpose of this policy is to ensure that all sisters and employees in The Charity are:

- Aware of their role and responsibilities for safeguarding children and adults at risk of harm.
- Understand the processes and procedures to follow to ensure a safe environment for children and adults at risk of harm, and understand the action to take in the event of becoming aware of or having concerns that abuse has occurred or is occurring.

OBJECTIVES

To ensure that all sisters and employees:

- Are able to **identify** a safeguarding or potential safeguarding issue
- Understand their **role and responsibilities** in relation to the safeguarding of children and adults at risk of harm, experiencing harm or abuse.
- Understand **when and how** to raise a safeguarding “concern”
- Understand **how to access advice and support** in regard to individual cases

THE POLICY STATEMENT

It is the policy of The Charity to protect children and adults at risk of harm from abuse, neglect, and all forms of exploitation and provide a safe environment for them.

Safeguarding children and adults at risk of harm is everybody’s responsibility: **doing nothing is NOT acceptable.**

This commitment flows from our common belief in the dignity and uniqueness of every human life.

This policy is **based** on the principle that each child and adult at risk of harm has a right to expect the highest level of care and protection, encouragement and respect.

ROLE AND ACCOUNTABILITY OF TRUSTEES

The Charity is registered with the Charities Regulator – Charity Regulatory Number 20011833

The Trustees of The Charity are ultimately responsible for ensuring that those who benefit from, work with, or belong to The Charity are not harmed in any way through contact with it. The Trustees have a legal duty to act prudently and take all reasonable steps within their powers to ensure that this does not happen. They have a duty to ensure that an appropriate policy is in place, updated annually, and monitored by the Designated Liaison Person (DLP).

The policy will also be updated within the year should there be significant developments or changes. An amended policy will be approved by the Trustees prior to its distribution through the Province. The Trustees will report to the Charities Regulator and other relevant legislative bodies any serious incident which could adversely affect The Charity's beneficiaries, work, financial position, or reputation.

The Charity is a Company Limited by Guarantee covered by a Public Liability Insurance Policy. The Trustees are responsible for ensuring that the terms of the Public Liability Insurance Policy are complied with and that these National Procedures are fully operational.

Certain functions of the Trustees will be delegated to others within the Charity, as indicated below.

The Provincial

The Provincial is responsible for ensuring that appropriate policies, procedures, and best practices are in place to support the effective delivery of a robust safeguarding service. Certain functions of the Provincial will be delegated to members, as indicated below.

The Designated Liaison Person (DLP)

The DLP has direct oversight of the Charity's safeguarding policy and guidance. This includes oversight of the relationship with and input on the work of any support services.

All other roles

All members/staff have an obligation to ensure they know how to respond to safeguarding concerns by familiarising themselves with the content of this policy, the procedure contained within it, and any other associated policies/procedures.

General

Everyone involved in the Charity's work has a duty to disclose to the DLP or the Provincial any safeguarding concerns raised about them.

LEGISLATION

In applying this policy, the Charity seeks to work within Ireland's national and local safeguarding policies and procedures, together with recent recommendations of the Roman Catholic Church and to comply in all respects with statutory and Church agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported, and perpetrators held to account.

THE CHARITY'S COMMITMENTS

We will:

- Apply the Principles and Procedures demanded by national and local legislation as well as those laid out by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).
- Adopt the necessary means to create and maintain a safe environment for children and adults at risk of harm in our care.
- Ensure all Sisters in active ministry and staff in our employment undergo checks required (e.g. Garda vetting) in order to be eligible for service to children or adults at risk of harm.
- Provide initial and ongoing Safeguarding Training for all Sisters, employees and ensure that all Sisters and employees have read and have access to the Safeguarding Policy.
- Ensure regular monitoring and updating of the application of all the above elements, insofar as they relate to the protection of children and adults at risk of harm for whom the Sisters and their employees are responsible or are in contact with.

SAFEGUARDING CHILDREN

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to Children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process; it focuses on protecting individual children who are suffering or at risk of significant harm. This includes child protection procedures that detail how to respond to concerns about a child.

Safeguarding children and child protection apply to all children up to the age of 18.

ISPCC: - [Home - ISPCC](#)

SAFEGUARDING ADULTS

‘Adult safeguarding means putting measures in place to promote and protect the safety, health, well-being and human rights of adults at risk, reduce their risk of harm, empower them to protect themselves and support them to live free from abuse, harm and neglect’ (Department of Health, updated April 2026).

PROCEDURE FOR DEALING WITH A SAFEGUARDING ALLEGATION

- **RESPONDING TO THE PERSON MAKING AN ALLEGATION**

The person receiving an allegation will listen and take it very seriously; they will not express disbelief. They will explain the actions that are required by The Charity and keep the person updated. They will not promise confidentiality, but state that the alleged victim’s wishes will be considered by professionals. Pastoral support will be offered.

The immediate safety of the child or adult is paramount. If there is an obvious need for medical attention and/or the assailant is in the immediate area, call 112 or 999.

Receive:

Listen to what is being said without displaying shock or disbelief.

Take it seriously.

Reassure:

Reassure the child/adult, but only so far as is honest and reliable, and so as not to make promises which cannot be kept.

Don’t promise confidentiality. You have a duty to report your concerns.

React:

Listen quietly, carefully and patiently. Do not assume anything – don’t speculate or jump to conclusions.

Do not investigate.

Remember that an allegation of abuse may lead to a criminal investigation.

Let the child/adult explain to you in his own words what happened; don’t ask leading questions.

Do ask open questions like, “Is there anything else you want to tell me?”

Do not ask the child/adult to repeat what they have told you to another member of staff.

Explain what you have to do next and with whom you have to talk.

Record: **See Appendix 1**

Make some very brief notes at the time and write them up in detail as soon as possible.

Do not destroy your original notes, which may be required by a Court.

Record the date, time, place, words used by the child/adult and how the child/adult appeared to you – be specific.

Record the actual words used, including any swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

Report:

Report directly to the DLP lead for 'The Charity'.

This must be done as soon as practicable and in all cases within 4 hours.

The Designated Liaison for Ireland:

Liz Jones

Tel:- 07935 992226

Email: - lizjones.supervision@gmail.com

ACTION TAKEN BY THE DESIGNATED LIASION PERSON ON RECEIPT OF AN ALLEGATION

On receipt of an allegation, whether historic or current.

The Designated Liaison Person will inform the following:

- The Provincial of The Charity.
- NBSCCCI
- The Police.
- Civil Authorities such as the Health Service Executive (HSE) Safeguarding Team.
- Charities Regulator
- Solicitor (where appropriate).

PROTECTED DISCLOSURES

The Charity will encourage and enable anyone with a safeguarding concern to refer the concern without fear of victimisation or disadvantage.

If that concern relates to malpractice, illegal acts, or omissions at the Charity or another religious institution in relation to safeguarding, the necessary services should be made aware.

The action taken will depend on the nature of the concern. However, an investigation will be undertaken if appropriate, followed by appropriate action, and written feedback will be provided, including a rationale for the actions taken.

Further information about the Protected Disclosures Act (2014) can be found here: - [Protection for whistleblowers](#)

POLICY REVIEW

This policy, approved by the Charity's Trustees, will be reviewed every 2 years or sooner, if a need is identified.

APPENDIX 1

Form to Report/Record allegations of Abuse or Raise a concern.

COMPLAINT FORM	
Nature of Concern	
Date received by the DLP	Received in person/letter/phone/email
Person receiving:	Position:
Email:	Tel No:
Physical/ Emotional/Neglect/ Sexual/ Financial/ Inappropriate/ Historical/Other	
Date(s) of alleged offence	
Venue(s) of alleged offence	
Summary of concern:	

Name:	
Family name:	
Forenames:	
D.O.B.	Tel No:
Address:	
Email:	