

Procedure for appointing a Relevant Person for the purpose of the Child Safeguarding Statement in THE IRISH PROVINCE OF CARMELITES

- The Irish Province of Carmelites engages with children through attendance by children and young people at Church services and in the preparation for Church services; Participation in sacramental preparation; Participation in youth groups/youth ministries; Participation in retreats and pilgrimages; Participation by children and young people in various roles within Churches and our Communities including altar servers, choirs, Ministers of the Word, Extraordinary Ministers of the Eucharist, catechists in youth programmes, children's liturgy; music groups
- Children's group leaders are responsible for completing Secondary Risk Assessments for the IRISH PROVINCE OF CARMELITES.
- The Designated Liaison Person/Director of Safeguarding and the Provincial are responsible for developing the Child Safeguarding Statement in the IRISH PROVINCE OF CARMELITES.
- The Designated Liaison Person/Director of Safeguarding will be the "Relevant Person".
- The name and contact details of the Relevant Person will be displayed on the Child Safeguarding Statement.
- If there is a change to the Relevant Person the Child Safeguarding Statement will be updated to reflect this [note: this will not change the review date for the CSS, unless all risk assessments have been reviewed]. The Provincial will be responsible for updating the Statement in this incident.
- The Provincial will be the point of contact in the event of the Relevant Person not being available for extended periods such as annual leave/sick leave. This will be communicated by email, by voicemail, telephone and on the Carmelite website.

Date of Procedure: 22nd July 2024

Date of Review: 22nd July 2026