



## Making a Complaint

---

The National Board for Safeguarding Children in the Catholic Church in Ireland states that each diocese/congregation should have a designated officer or officers with a clearly defined role and responsibilities for safeguarding children at diocesan or congregational level.

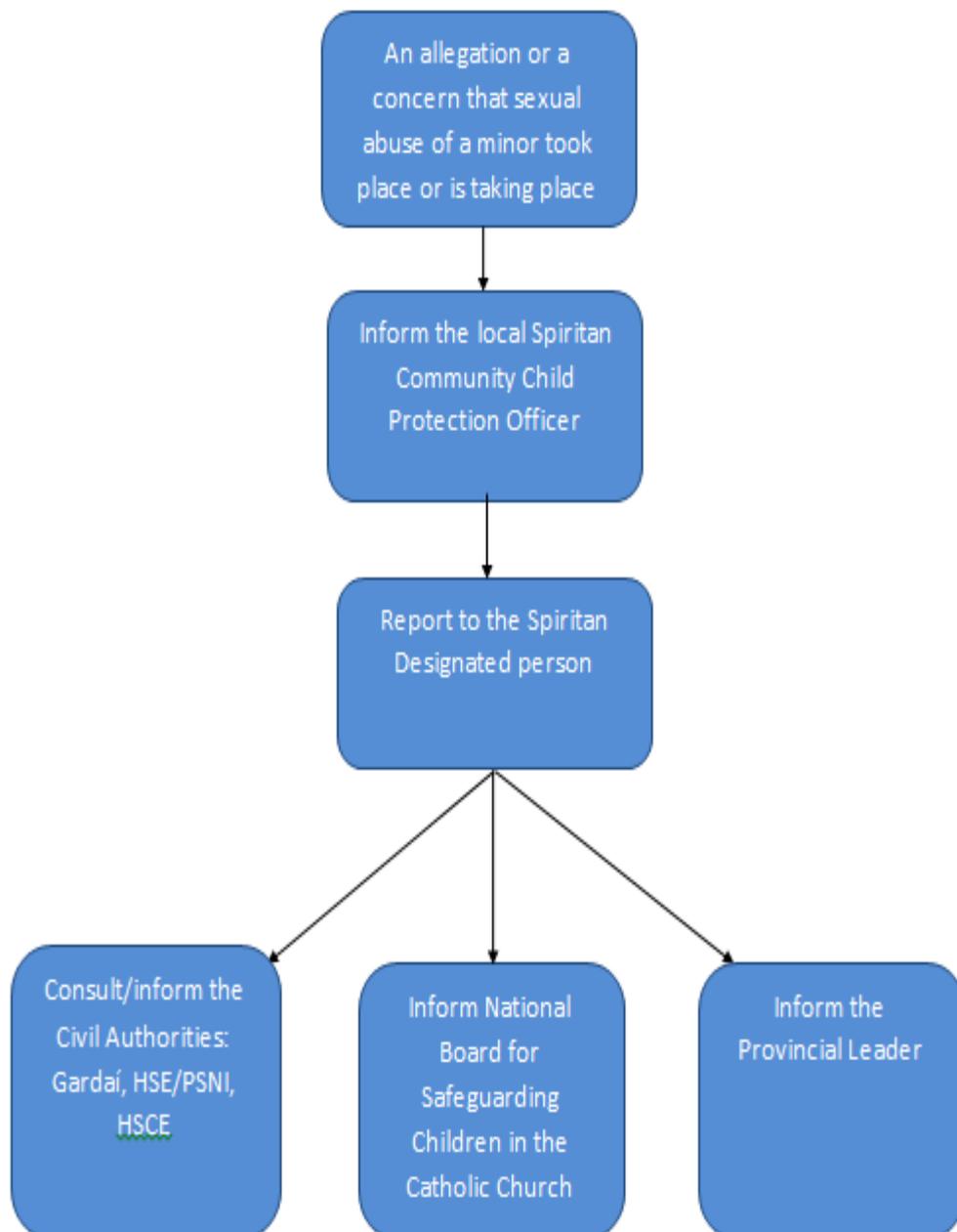
Liam Lally is the person employed by the Spiritans to receive and manage an allegation/disclosure or concern of sexual abuse both historical and present. In his role Liam co-ordinates an internal enquiry, refers to the Health and Social Services / An Garda Síochána / PSNI /NBSCCCI and facilitates any subsequent internal investigations. He is also responsible for ensuring that the person raising the concern/suspicion or making an allegation is regularly informed into how the matter is progressing.

1. When a survivor and/or his/her family contacts the Spiritan Safeguarding Office they are offered an opportunity to give an account of his/her experience in a face to face meeting, by phone or by email
2. If the survivor requests a face to face meeting they will meet the Designated Person and the Support Person
3. The Survivor is advised that:
  - the Spiritan Safeguarding Office reports all allegations of sexual abuse to the civil and church authorities
  - s/he can also make the complaint directly to the Gardaí in the Republic of Ireland or to the Police Service of Northern Ireland (PSNI)
  - s/he is given the contact details of the relevant Garda / PSNI officer
  - the Support Person is available for the survivor
4. The person making an allegation will be invited to provide an account of what happened and the circumstances. Detailed notes will be taken and the Designated Person will check the accuracy of the account with the individual and ask them to confirm it with their signature.
5. The Provincial Leader of the Spiritan Congregation is informed of the allegation.
6. If the Spiritan is still alive, an initial risk analysis is carried out to ascertain if there is a current risk to children.
7. The respondent, if living, is informed by the Provincial Leader of the allegation.
8. In the case of a living Spiritan, interim protective measures may be put in place.
9. The report is sent to the: Gardaí / PSNI; Health Service Executive (HSE) in Republic of Ireland or Health and Social Care Trust (HSCT) in Northern Ireland; National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)

10. The survivor is kept informed of the progress and management of the case by the Designated Person or the Support Person
11. At any stage, advice may be sought from the Advisory Panel and/or the National Case Review Reference Group
12. At any stage the advice of Duty Social Worker in the HSE or the HSCT may be sought and this advice is followed.
13. In the case of a living Spiritan, when/if a Garda / PSNI investigation is completed, the Spiritan Congregation will follow with a canonical inquiry. A dossier on the case will be sent to the Congregation for the Doctrine of the Faith (CDF) which will advise on steps to be taken. The Superior General is also informed. A police investigation takes precedence over an ecclesiastical investigation; the latter is suspended until the police have completed their work.
14. If the Spiritan is still alive, the CDF may impose a number of sanctions up to and including exclusion from the Spiritan Congregation and dismissal from the clerical state.

## *Reporting Flow Chart for Allegations and Concerns*

---



## Reporting Flow Chart when there is immediate and serious danger

