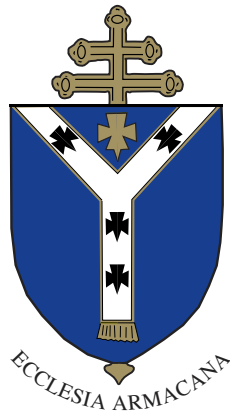


**ARCHDIOCESE  
OF ARMAGH**



# **Making Contact with the Designated Officer**

**What to do if you have a concern or suspicion  
or wish to make an allegation of abuse which has occurred  
against a child, young person or vulnerable adult.**

**The Safeguarding Office  
Cathedral Road  
Armagh  
BT61 7QY**

**Tel: (NI) 028 3752 5592 / (ROI) 048 3752 5592  
Fax: (NI) 028 3752 6182 / (ROI) 048 3752 6182**

The Archdiocese of Armagh takes seriously all allegations, suspicions or concerns of abuse – but especially those which relate to the abuse of a child, young person or vulnerable adult which are made against any member of the clergy, staff or volunteers. The Archdiocese has appointed two Designated Officers whose role it is to process all allegations of abuse brought to the attention of the Archdiocese.

Anyone who has suffered abuse, including adults, who may have been abused as a child or anyone who has a concern about a child, young person or vulnerable adult, have several options where they can seek advice or where their concerns can be addressed. You can contact any or all of the following, the:

- The Church via the Designated Officer;
- Police – PSNI (Northern Ireland) or An Garda Síochána (Republic of Ireland);
- Health and Social Care Trust (Northern Ireland) or the Health Service Executive (Republic of Ireland).

### **See back page for contact details.**

If you choose to contact one of the Archdiocese's Designated Officers, he/she will undertake the following steps:

#### **1. Gathering Information:**

- Collate the information you wish to share;
- Make a written account of this information (this is not a formal statement) and share this with you to ensure accuracy;
- Explain that all relevant information must be referred to the relevant police force, and, if appropriate, to the Social Care Trust (Northern Ireland) or Health Service Executive (Republic of Ireland) or both.

#### **2. Provision of Support:**

- Offer you support which can include any or all of the following:
  - i. Counselling – the Church has contracted an independent counselling service, “*Towards Healing*”, which can be contacted directly by you. This is a totally confidential service;
  - ii. Provide information on how to access other organisations that may be suitable to provide the kind of support you need. For example, NEXUS;
  - iii. An identified person, appointed by the Archbishop, known as a Support person - this is not the Designated Officer. The role of the Support Person is to assist with communication between you and the Diocesan Designated Officer; to facilitate you in gaining access to information and help; and to represent your concerns during the inquiry process. The Support Person must not act as your counsellor or therapist but may consider how your therapeutic or spiritual needs may be met whilst being mindful of your on-going vulnerability during this process. The Support Person will consider your wishes regarding disclosure of abuse, in regard to a pastoral response by the Church to your family. He/she should be available to you throughout the course of the inquiry process and thereafter as required. They should ensure that you are kept informed of developments in relation to you and represent your wishes and any therapeutic needs to the Designated Officer as required. If you consider it helpful, the Support Person can arrange a meeting between you and the Archbishop. Under no circumstances will the same Support Person be provided for you and for the respondent.

#### **3. What Happens Next?**

- Once the information has been referred to the appropriate police force, Social Services or Health Service Executive, the Designated Officer will:
  - i. Inform the Archbishop that an allegation has been received and that a file record has been created;

- ii. Liaise with the relevant police force and/or Social Services/Health Service Executive to ensure the appropriate exchange of relevant information. The Designated Officer **is not** involved in any statutory investigation of the allegation;
- iii. Make contact with the person (respondent) against whom the allegation has been made. The timing of this meeting will be determined by the police and will outline the following:
  - a) *That an allegation has been made, and if agreed with the relevant police force, who made the allegation; and*
  - b) *What information can be shared with the respondent – again to be determined by the relevant police force.*

***Given the complexities of some allegations, this process can be lengthy and may take some time to complete.***

**What if you are unhappy with how your concern/allegation has been dealt with?**

If you are unhappy with the way in which your concern/suspicion/allegation has been dealt with by staff within the Archdiocese, the National Safeguarding Office for Children in the Catholic Church has a procedure to address such complaints. This is outlined at Appendix 15 of the Diocesan Safeguarding Policy and Procedures and is detailed in Section 3 Resource 13 of the Standards and Guidance document on the National Safeguarding Office for Children in the Catholic Church website at [www.safeguarding.ie](http://www.safeguarding.ie).

## CONTACT DETAILS

**Diocesan Safeguarding Office** (NI) 028 3752 5592  
Cathedral Road, Armagh BT61 7QY (ROI) 048 3752 5592

**Diocesan Designated Officers for Safeguarding** (NI) 07841101687  
**Pat McGlew** (ROI) 0044 7841101687  
safeguardingdirector@archdioceseofarmagh.com

**Eleanor Kelly** (NI) 07584323138  
(ROI) 0044 7584323138  
ekelly@archdioceseofarmagh.com

**National Board for Safeguarding Children for the** (ROI) 01 505 3018  
**Catholic Church in Ireland (CEO Ian Elliott)** (UK) 00353 15053018  
ian.elliott@safeguarding.ie

**PSNI** 0845 600 8000

**An Garda Síochána** Dundalk: Tel: 042 93 35 577  
Drogheda: Tel: 041 98 38 777  
Ardee: Tel: 041 68 53 222

**Southern Health and Social Services (Northern Ireland)** 0800 783 7745

**Health Service Executive (Republic of Ireland)** 042 939 2200

**NSPCC Helpline** 0808 800 5000

**CHILDLINE** 0800 11 11

**ISPCC** 016767960

**CHILDLINE** 1800666666

**NEXUS Institute** 028 90326803

**Towards Healing** Freephone: 0800 0963315 (NI) 1800 303416 (ROI)