

**PROTECTION OF CHILDREN
AND VULNERABLE ADULTS**

Policies and Procedures

	<p>Does the parish have a policy for Protecting Children and Vulnerable Adults?</p>	<ol style="list-style-type: none"> 1. Documented Protecting Children and Vulnerable Adults Policy 2. Policy is clearly displayed or promoted in prominent positions E.g. parish office, church foyer, parish website 		<p>The parish should develop or adopt the Diocesan Protecting Children and Vulnerable Adults policy. The policy should be a statement of your commitment to child/youth/vulnerable adult safety outlining strategies the parish will use to meet this commitment. It should include objectives, application, legislative requirements, responsibilities, reporting process, risk management, recruitment, worker and volunteer selection and screening, induction, training, safe use of the internet and other communication technologies, Code of Conduct, review and monitoring.</p> <p>The parish should ensure there is a person responsible for explanation and distribution of the policy to all workers and volunteers in the parish, including the requirement to maintain evidence that this has occurred.</p>
	<p>Does the parish have a Code of Conduct for all workers and volunteers (including clergy and religious) involved in any parish based activities with children and vulnerable adults?</p>	<ol style="list-style-type: none"> 1. Documented Code of Conduct 2. Code of conduct is clearly displayed, promoted or accessible E.g. parish office, parish website, church foyer 3. Copies of the following are readily available at the parish; <ul style="list-style-type: none"> • <i>'Integrity in the Service of the Church'</i> • <i>'Integrity in Ministry'</i> 		<p>The organisation should either develop a Code of Conduct or adopt the Diocesan Code of Conduct. The purpose of a Code of Conduct is to establish a common understanding of the standards of behaviour expected of workers and volunteers of the parish. The code of conduct should clarify the conduct that is reasonable and be displayed in a prominent position for all to observe. The parish should ensure there is a person responsible for explanation and distribution of the Code of Conduct to all workers and volunteers, including the requirement to maintain evidence that this has occurred.</p> <p>This Code should reflect the key principles and behavioural standards contained within the <i>'Integrity in Ministry'</i> and <i>'Integrity in the Service of the Church'</i> documents of the National Committee for Professional Standards (NCPS).</p>



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				The Code of Conduct should include a date at which the document and its implementation will be reviewed.
	How are these policies communicated to all workers, volunteers, contractors and the wider community?	<ol style="list-style-type: none"> 1. Parish Website 2. Parish Newsletter 3. Induction records 4. Training register / records 		<p>The parish's policies should be communicated to all workers, volunteers, contractors and the wider parish community. Communication of the policies can be achieved in various ways;</p> <ul style="list-style-type: none"> • part of formal staff/ volunteer induction programs • part of staff/ volunteer refresher training • placed on the parish website • through Youth Group meetings • Referred to in the parish newsletter.
	Are these policies and Codes of Conduct available in relevant community languages, including relevant Aboriginal languages (where appropriate)?	<ol style="list-style-type: none"> 1. Policies and Codes of Conduct in other languages (where appropriate) 		In order to be inclusive, the parish must ensure that all cultural and language groups in the parish community have easy access to, and a clear understanding of policies, procedures and Codes of Conduct in relation to protecting children and vulnerable adults.
Human Resources Practices				
	Does the parish have safe recruitment	<ol style="list-style-type: none"> 1. Pre-employment screening and verification records 2. Interview notes 		Pre-employment screening (working with children checks) helps prevent people with a known history of violent and abusive behaviour gaining access to children and vulnerable adults through Parish. However, screening itself is not sufficient



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	<p>practices in place for everyone engaged in ministry with children and vulnerable adults?</p> <p>(Clergy, religious, paid employees, volunteers)</p>	<ol style="list-style-type: none"> 3. Written notes of conversation with referees 4. Evidence within the staff personnel files 	<p>and needs to be coupled with other risk management strategies such as interviews and reference checks.</p> <p>These interview questions and reference checks must specifically ask targeted child protection questions e.g. candidate's suitability to work/volunteer with children; any disciplinary matters involving children.</p>
	<p>Is there a parish process and register in place for documenting Working with Children Checks and/or police checks as required by the relevant legislation ?</p>	<ol style="list-style-type: none"> 1. Working with children Checks (or equivalent) 2. Police checks (where required) 3. Register 	<p>Relevant workers and volunteers, including clergy and religious, must have a valid Working with Children Check and/or National Criminal History Police check as required by their State/Territory legislation.</p> <p>A register is required that records all relevant parish personnel's:</p> <ul style="list-style-type: none"> • Working with Children Check number • Date of verification (where required by legislation) • Expiry date • Name of person/signature of person who verified each check • Name of person who has overall responsibility for the register including that it is kept up to date • National Criminal History Police Checks <p>New personnel becoming involved in an activity that requires them to be registered, should apply for a working with children /police check and be approved before they commence with the activity.</p>



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<p>Are the clergy of the parish enrolled in the Australian Catholic Ministry Register (ACMR) which facilitates the requirements of <i>Towards Healing</i> 45.6 and 45.7?</p> <p>Is there a register to record ACMR checks for visiting clergy and male religious?</p>	<p>ACMR Documentation (Church Authority holds current list of members/staff on the ACMR)</p> <p>1. ACMR Register showing name of visiting clergy or religious, date of visit, purpose and name of person who conducted the verification.**</p>		<p>The ACMR is an online system for a Catholic Church Authority to verify that a priest or male religious is in good standing. It can be used as a reference check when a priest or male religious is transferring, or seeking to minister outside the normal jurisdiction in which they presently exercise ministry.</p> <p>The ACMR has been developed by the National Committee of Professional Standards on behalf of the Australian Catholic Bishops Conference to facilitate the requirements of <i>Towards Healing</i> protocols 45.6 and 45.7.</p> <p>The ACMR status is only visible when the individual provides their unique ACMR ID number to a person for verification of good standing.</p> <p>http://inquiry.ncps.org.au</p> <p>Note: Entry onto this online system was incremental. As of October 2016 not all dioceses and religious were entered.</p> <p>**Note: Different dioceses have different procedures in place to monitor and record 45.6 and 45.7 declarations. Some dioceses may manage it centrally at the Chancery, others at the place of ministry. In the absence of the ACMR, 45.6 and 45.7 paper declarations will need to be used.</p> <p>In the case of non-Australian resident clergy visiting the parish, contact the National Committee for Professional Standards on (02) 9669 6218.</p>
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	<p>Does the parish conduct induction for all church personnel engaged with children and vulnerable adults?</p>	<ol style="list-style-type: none"> 1. Induction records 2. Induction package including Code of Conduct, policies, procedures, working with children /police checks, reporting protocols etc. 3. Signed Codes of Conduct 		<p>The induction provided to all new workers including clergy, visiting clergy, lay people and volunteers should include information related to safeguarding children and vulnerable adults. This should include communication and explanation of the parish Code of Conduct and related policies, procedures and guidelines.</p> <p>A record of this should be maintained and include the date induction was carried out, what documents and training was provided, by whom it is provided and a signature from the worker or volunteer.</p> <p>The Code of conduct should be signed and dated indicating they have read and agree to abide by the Code of Conduct.</p> <p>Refresher training packages should also be provided on a regular basis, as determined.</p>
	<p>Do role descriptions for all parish personnel (including workers and volunteers)</p>	<ol style="list-style-type: none"> 1. Role descriptions 		



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	include specific responsibilities for protecting children and vulnerable adults?			
	Is there a process in place for support and supervision of all who engage or provide ministry to children and young people?	<ol style="list-style-type: none"> 1. Supervision policy / procedure 2. Performance reviews 		
Training and Education				
	Does the parish have a Safeguarding training program?	<ol style="list-style-type: none"> 1. Documented program 2. Evidence of modules, resources used and the presenter/s 		<p>Safeguarding training should be provided to all new workers and volunteers (as part of their induction training) and refresher courses to existing personnel as per the parish/diocesan training program. This training should include the parish/diocesan policy and procedures; Code of Conduct; Recognising, Responding and Reporting Abuse.</p> <p>Training should also occur when there are Child Protection legislative changes that impact on employees and volunteers.</p>
	Are there procedures in place to record who has	<ol style="list-style-type: none"> 1. Attendance records/sign in sheets 		<p>A record of training should be maintained and include the date induction and refresher training was carried out, what documents and training was provided, by whom it is provided and a signature from the worker or volunteer.</p> <p>Examples of training maybe:</p>



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	completed training?			<ul style="list-style-type: none"> • Workshops/Forums • On Line (web based) Child Protection Courses • Face to Face Training
Risk Management				
	<p>Does the parish conduct Risk Assessments for activities involving children and /or vulnerable adults?</p> <p>Does the parish have a clear procedure for gaining written consent from a parent/guardian of a child or vulnerable adult to participate in parish activities?</p>	<ol style="list-style-type: none"> 1. Copies of completed risk assessments 2. Risk Assessment procedure <ol style="list-style-type: none"> 1. Records of written consent 		<p>Systems around planning of activities to identify, assess and mitigate risk are vital in safeguarding. This is particularly important for activities that are conducted away from the parish or involve overnight stays E.g. Youth camps, pilgrimages</p> <p>The consent should be fully informed consent as to the details of the activities, including times, venue, transport and those responsible etc.</p>



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	<p>Are there policies or procedures for gaining written consent from a parent/guardian to take and use photos/images of their child?</p>	<ol style="list-style-type: none"> 1. Documented policy and/or procedure 2. Records of consent forms 		<p>The consent should be fully informed and include the purpose and nature of the photos and where they will be used E.g. parish Facebook site, parish newsletters</p>
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Responding to Concerns and Complaints

	<p>Is there a clear policy for raising, responding to and reporting safeguarding concerns?</p> <p>Are the reporting policies and procedures easily accessible, in different formats and in local</p>	<ol style="list-style-type: none"> 1. Policy and procedures for responding to concerns and complaints. 1. Formats should be available in hard copies and on the parish website. They could include flowcharts, pamphlets and posters with contact numbers. 		<p>The policy should address protocols for reporting alleged serious criminal conduct as well as addressing allegations of inappropriate behaviour by parish personnel. The language should be simple and easy to follow.</p> <p>Procedures should include contacts for reporting to someone within the parish and outside the parish E.g. Diocesan Professional Standards Officer, State Professional Standards Director, Statutory Authorities including the police.</p>
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	<p>languages (where applicable)?</p> <p>Are reporting procedures easily accessible to children and in child-friendly language?</p>	<ol style="list-style-type: none"> 1. Documented procedures in various formats in child-friendly language. 2. Procedures accessible in numerous locations such as: <ol style="list-style-type: none"> a. Parish Website b. Parish noticeboard 		<p>As well as providing this important information to children, the parish should also ensure that children feel safe, empowered and taken seriously if they raise concerns.</p> <p>These procedures should clearly identify to children who to talk to if they have concerns. Best practice would recommend two people within the parish community as well as outside counselling helplines.</p>
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Parish Property

	<p>Is individual ministry provided in a safe environment for children and vulnerable adults?</p>			
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i.e. in a location
with visibility and
not isolated

Are the parish
offices separated
from any parish
living areas to
ensure that
children and
vulnerable adults
cannot access living
areas in the parish?

Are toilets
contained in a
supervised area?

Is the parish,
including toilets,
meeting rooms,
halls etc. kept
locked when there
is no supervision?



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	<p>Are filters/fire walls installed on parish computers to ensure that pornography and other inappropriate websites cannot be accessed?</p>			
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Record Keeping

	<p>Does the parish have a document storage and destruction policy which complies with the relevant legislation?</p>	<ol style="list-style-type: none"> 1. Policy and procedures 2. Evidence of safe and secure storage of relevant documents 		<p>This policy would most likely be a diocesan policy.</p>
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Survey Question Only:

Has the Parish appointed a Parish Safeguarding Officer to oversee Safeguarding within the Parish?

The parish priest may appoint an appropriate person (volunteer) to coordinate and promote safeguarding within the parish. This person should be provided with appropriate training (including ongoing refresher training). The parish should also nominate an alternative person to fill this role.

