

## **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS PREVENTION AND PROTECTION POLICY**

Jan 2023

# **1 TABLE OF CONTENTS**

<b>2</b>	<b>SAFEGUARDING POLICY SUMMARY .....</b>	<b>4</b>
<b>3</b>	<b>SAFEGUARDING POLICY STATEMENT.....</b>	<b>4</b>
<b>4</b>	<b>POLICY DETAIL FOREWORD.....</b>	<b>12</b>
<b>5</b>	<b>POLICY DETAIL INTRODUCTION.....</b>	<b>15</b>
<b>6</b>	<b>POLICY CORE PRINCIPLES.....</b>	<b>16</b>
<b>7</b>	<b>DEFINITIONS.....</b>	<b>17</b>
<b>8</b>	<b>GOSPEL VALUES .....</b>	<b>19</b>
<b>9</b>	<b>SCOPE, ROLES AND RESPONSIBILITIES .....</b>	<b>20</b>
9.1	PARISH PRIEST/SUPERVISOR/BOARD MEMBER.....	20
9.2	LOCAL SAFEGUARDING REPRESENTATIVE .....	21
9.3	FAMILIES.....	21
9.4	CHILDREN AND YOUNG PEOPLE.....	21
9.5	PREPARATION OF EMPLOYEES, VOLUNTEERS AND STUDENTS ON PLACEMENT WORKING WITH CHILDREN AND YOUNG PEOPLE .....	22
9.6	ACHIEVE THESE OUTCOMES .....	22
<b>10</b>	<b>PREVENTION AND PROTECTION PRACTICES.....</b>	<b>24</b>
10.1	SAFE RECRUITMENT AND SELECTION PRACTICES.....	24
10.2	POSITIVE NOTICE WORKING WITH CHILDREN CHECK (VICTORIA) .....	25
10.2.1	OFFENCE.....	25
10.2.2	SUMMARY .....	25
10.2.3	WORKING WITH CHILDREN CHECK EXEMPTIONS .....	27
10.2.4	VERIFYING A CHECK .....	28
10.2.5	AMENDING A WORKING WITH CHILDREN CHECK (VIC).....	30
10.2.6	PAID EMPLOYEES .....	34
10.2.7	NEGATIVE NOTICE OR FAILED WORKING WITH CHILDREN CHECK .....	34
10.2.8	ACTIONS AFTER A NEGATIVE NOTICE.....	35
10.3	PARISH ROLES WHICH REQUIRE A WORKING WITH CHILDREN CHECK: .....	35
10.4	CODE OF ETHICAL BEHAVIOUR.....	36
10.5	SAFE ACTIVITIES - PLANNING ACTIVITIES FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS .....	37
10.5.1	TWO ADULT RULE.....	38
10.5.2	OTHER SAFEGUARDING PRACTICES.....	39
10.5.3	PHOTOGRAPHY/VIDEO.....	40
10.5.4	USING SOCIAL MEDIA WITH CHILDREN AND YOUNG PEOPLE.....	43
<b>11</b>	<b>WHAT TO DO IN THE CASE OF INCIDENTS/CONCERNS OF ABUSE OR HARM, DISCLOSURE AND MANAGEMENT OF HARM AND ABUSE .....</b>	<b>44</b>
11.1	MANDATORY REPORTING .....	45
11.2	IN THE EVENT OF SUSPICION OF HARM .....	47
11.3	MANAGING DISCLOSURE.....	49
11.4	DOCUMENTING THE DISCLOSURE .....	50
11.5	CONFIDENTIALITY .....	51
<b>12</b>	<b>CHILD PROTECTION DEFINITIONS.....</b>	<b>52</b>

12.1 OTHER DEFINITIONS.....	54
13 ASSOCIATED DOCUMENTS .....	55
14 LEGISLATION .....	56
15 Support .....	58
15.1 Support Services (24 hour).....	58
15.2 Counselling and Support Services.....	58
15.3 Children’s Education Services.....	59
16 REFERENCES:.....	61
17 NEXT REVIEW:.....	62
18 PREVIOUS REVIEW HISTORY: .....	62
19 CONTACT NUMBERS .....	63
20 POLICY DETAIL ACKNOWLEDGEMENTS.....	64
21 COMMUNICATIONS PLAN (TO BE NEW SEPARATE DOC).....	65

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

## **2 SAFEGUARDING POLICY SUMMARY**

Our Lady of Lourdes Catholic Parish, Bayswater (OLOL) and the broader Catholic Archdiocese of Melbourne (CAM) have a mission-driven moral and legal responsibility to create nurturing environments where children and young people are respected, where their voices are heard, and where they feel safe and are safe.

OLOL screens all personnel and volunteers and educates Parishioners about abuse awareness and prevention. Our Parish implements Church and Government safeguarding standards in co-ordination with CAM.

OLOL prevents abuse by maintaining a code of conduct, co-ordinating induction processes and providing safeguarding training. Volunteer roles involving children and other vulnerable people are supervised and behavioural guidelines are provided. Relevant activities and Parish events are subject to risk assessments.

OLOL encourages mandatory abuse reporting and co-ordinates with CAM Professional Standards Unit (PSU) to handle disciplinary actions.

## **3 SAFEGUARDING POLICY STATEMENT**

This policy covers the measures needed to safeguard against abuse. Our Lady of Lourdes Catholic Church Bayswater aims to ensure that none of its personnel or volunteers engages in behaviour that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting, or leading to abuse. We take every possible effort to safeguard against abuse and harm.

### **Introduction**

Our Lady of Lourdes Catholic Parish, Bayswater (OLOL) and the broader Catholic Church have a mission-driven moral and legal responsibility to create nurturing environments where children and young people are respected, where their voices are heard, and where they feel safe and are safe.

### **Duty of care**

OLOL and The Catholic Archdiocese of Melbourne (CAM) holds the care, safety and wellbeing of children and young people as a fundamental responsibility of the Church. This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the dignity of each human person at the heart of the Gospel.

### **Right to safety and participation**

A culture of safety within the Church ensures that children and young people (defined as a person under 18 years of age) can actively and fully participate in the life of the Church and realise their potential in a faith community. OLOL and CAM have a zero tolerance for all forms of child abuse and maltreatment and is committed to protecting children and young people from harm.

## **Child abuse**

Child abuse or maltreatment is defined as an act (or series of acts) that endangers a child or young person's physical or emotional health or development and/or a failure to provide conditions to the extent that the health and development of the child or young person is significantly impaired or placed at risk.

Categories of abuse and maltreatment include:

- physical abuse
- sexual abuse including grooming
- emotional abuse including spiritual abuse
- family violence
- neglect
- discrimination
- bullying

Signs and indicators of child abuse or maltreatment are not always obvious. Physical abuse may be more visible than other forms of abuse (e.g. bruising).

Neglect is harder to identify as it consists of a failure to provide adequate care and attention. Likewise, you may not witness discrimination or bullying in relation to disability, mental illness, family violence, skin colour or race, gender identity or sexual orientation. However, it may result in signs or indicators in the child's behaviour, for example social withdrawal and depression.

All children and young people are vulnerable but there are some children and young people who have an even higher risk of abuse than the general population.

They are children who have experienced abuse before or who have a disability, are from culturally and linguistically diverse backgrounds, those experiencing poverty or homelessness or out of home care. Similarly, the child safety needs of Aboriginal and Torres Strait Islander children and young people are more acute due to a history of racism, marginalisation and dispossession.

## **Dignity of children and young people**

OLOL and CAM value the contribution and dignity of all children and young people and creates opportunities to involve children and young people in decision-making about programs, activities and events that affect them. OLOL and CAM recognises that the need for empowerment of all children and young people, especially those at greater risk of abuse. Their involvement in decision-making can be a significant protective factor in preventing abuse within Church organisations.

### **Informing and involving parents (and guardians) in promoting child safety**

OLOL and CAM acknowledges that effective child safety within parishes, agencies and entities cannot be undertaken without the involvement of parents (and guardians) and seeks to engage parents as critical partners in promoting the safety of children and young people. The involvement of parents and guardians of children and young people who are more vulnerable to experiencing abuse is particularly important.

### **Safeguarding children and young people within Our Lady of Lourdes Parish and the Catholic Archdiocese of Melbourne**

OLOL and CAM acknowledges that preventing child abuse requires proactive approaches across policies, procedures and practices consistent with the requirements of the:

- Child Safe Standards and the Reportable Conduct Scheme (Commission for Children and Young People, Victoria)
- National Principles for Child Safe Organisations (Australian Human Rights Commission)
- National Catholic Safeguarding Standards (Catholic Professional Standards Limited)

In fulfilling this responsibility, CAM has developed a comprehensive framework to guide the implementation of child safety policies, procedures and practices within parishes, agencies and entities with the aim of preventing child abuse, empowering children and young people, and responding to concerns, disclosures or allegations of child abuse or child-related misconduct.

This policy provides a broad overview of the framework and should be read in conjunction with supporting resources e.g. implementation guidelines, factsheets, templates.

The application of this policy extends to clergy, employee and volunteer behaviour within the context of their role within the Church: within the physical boundaries of OLOL and CAM (e.g. churches, parish halls, presbyteries); beyond the physical boundaries including pastoral support, visitation or outreach on non-church property (e.g. hospitals, detention centres, prisons, homes), online or via digital environments and while travelling outside the Archdiocese whether locally, interstate or overseas.

### **Safeguarding responsibilities**

Through the Professional Standards Unit, the Archbishop supports and assists parishes, agencies and entities to:

- implement safeguarding practices and processes outlined in this policy
- coordinate the response to allegations and reports of child safety related misconduct and child abuse in relation to clergy, employees and volunteers across the Archdiocese
- monitor and continually improve safeguarding practices and processes.

CAM parish, agency and entity leadership is responsible for ensuring compliance with this policy and relevant procedures and practices within each parish, agency and entity to protect children and young people.

The PSU will require the leadership of each parish, agency or entity with its Safeguarding Committee to summarise its compliance with the requirements of this policy on an annual basis.

The Safeguarding Committee established within each parish, agency or entity plays a central role in assisting the parish priest, or agency or entity leader with implementation of the requirements of this policy.

Further, as safeguarding children and young people is a collective responsibility; all persons in ministry, working or volunteering within CAM acknowledge their individual responsibility to comply with clear behavioural expectations to act in manner that is caring, respectful and safe toward children and young people.

**Every member of the clergy, employee or volunteer within the Archdiocese has a moral, legal and ethical responsibility to care for, and promote the wellbeing of children and young people, and protect them from harm or abuse.**

This applies to all those involved in Archdiocesan parishes, agencies and entities including:

- clergy, including all canonical administrators of a parish (e.g. bishop, parish priest, assistant priest, migrant chaplains, visiting clergy, priests in residence, supply clergy, deacons)
- Sisters, Brothers and Religious Priests holding an appointment from the Archbishop to undertake work in parish or Archdiocesan entities
- employees (including casual employees)
- lay ecclesiastical ministers including pastoral associates, those engaged in chaplaincy
- volunteers
- seminarians
- persons residing at the presbytery or on the grounds of the parish, agency or entity
- students on placement
- contractors (where applicable)

The OLOL and CAM Safeguarding Children and Young People Policy parallels the development of similar policies in a range of CAM organisations involved in education, health and welfare. CatholicCare, Catholic Education Melbourne, Catholic systemic schools, Mannix College and Villa Maria Catholic Homes all have safeguarding policies and personnel working or volunteering in these organisations will be guided by these policies and are not bound by the CAM Safeguarding Children and Young People Framework.

## **Safe Personnel**

### **Selection, recruitment and screening**

OLOL and CAM in seeking to provide safe and enriching interactions with children and young people within the context of parishes, agencies and entities, sets out selection, recruitment and screening processes that consider the suitability and appropriateness of persons to work with children and young people in ministry or in an employment or voluntary role to minimise the risk of child abuse occurring.

### **Child safety code of conduct**

A specific child safety code of conduct provides guidance to clergy, employees and volunteers in the context of their involvement with children and young people in their parish, agency or entity role.

### **Induction**

Induction processes incorporate safeguarding awareness to build a foundation of understanding and commitment to the safety of children and young people.

### **Safeguarding Training**

In supporting clergy, employees and volunteers to promote the safety of children and young people and discharge their responsibilities in line with this policy, OLOL and CAM provides a range of training and education activities that equip clergy, employees and volunteers with the skills and knowledge to promote the safe participation of children and young people.

### **Supervision**

It is a requirement of this policy that those whose roles involve working with children and young people are provided with supervision and support to undertake their role in a manner which promotes the safety of children and young people and enables detection of behaviour that may be detrimental to children and young people.

## **Safe Programs, Activities And Events**

### **Child safety risk management**

OLOL and CAM parishes, agencies and entities safeguard children and young people by employing a risk management approach that systemically identifies and assesses risk associated with programs, activities and events involving children and young people to minimise opportunities for harm to occur.



## **Practice and behavioural guidelines**

In addition to risk management process, parishes, agencies and entities utilise guidance provided in practice and behavioural guidelines in relation to conducting programs, activities and events involving children and young people.

## **Responding to and reporting child abuse**

The safety of children and young people is paramount. All concerns, allegations or complaints of child abuse will be taken seriously, and acted upon consistent with the Catholic Archdiocese of Melbourne's moral, ethical and legal obligations to safeguard children and young people.

In Victoria, the following legislation governs how adults should respond to child abuse:

- The *Children, Youth and Families Act 2005* (Vic) defines when a child is in need of protection (s 162) and the mandatory reporting obligations of certain professionals working in our community (ss 182, 184).
- The *Child Wellbeing and Safety Act 2005* (Vic) sets out the Reportable Conduct Scheme.
- The *Crimes Act 1958* (Vic) creates the offences of 'failure to protect' (s 490) and 'failure to disclose' (s 327) which place additional legal responsibilities in relation to reporting, if a reasonable belief has been formed that a child or young person is at risk of or experiencing child sexual abuse.

OLOL and CAM acknowledges its moral, legal and ethical duty to effectively respond to and report concerns, allegations or complaints of child-safety related misconduct and/or child abuse to the appropriate authorities such as the Victoria Police, Child Protection (Department of Health and Human Services) and the Reportable Conduct Scheme (Commission for Children and Young People).

Children and young people (and their families) within OLOL and CAM have information and support to report a concern, allegation or make a complaint through processes that are accessible and respectful.

It is a requirement of this policy that OLOL and CAM clergy, employees and volunteers, make a report if they have formed a reasonable belief that a child or young person has experienced abuse, is experiencing abuse or is at risk of harm in the course of their ministry or work. Not reporting child abuse or misconduct that places children and young people at risk of harm is a breach of the Safeguarding Children and Young People Policy.

Making a child abuse report involves notifying statutory authorities and the Professional Standards Unit (PSU) of the Catholic Archdiocese of Melbourne in a timely manner (as soon as practicable after forming a reasonable belief, unless the child or young person is in imminent danger).

Reporting to the PSU ensures that parishes, agencies and entities across the Archdiocese report and respond appropriately to concerns, allegations of complaints in relation to safety of children and young people.

All reports are to be documented on the **Child-safety Related Misconduct and/or Child Abuse Report Form** and emailed to the Professional Standards Unit – [professional.standards@cam.org.au](mailto:professional.standards@cam.org.au) – as soon as practicable.

In Victoria, alleged child abuse perpetrated by:

- clergy, employees and volunteers is reported to the Sexual Offences and Child Abuse Investigation Team (SOCIT) within Victoria Police
- a family member is reported to Child Protection - Department of Health and Human Services (DHHS)
- a child or young person is reported to Child Protection (DHHS) and/or the SOCIT (Victoria Police) (e.g. sexually harmful behaviour, aggression, violence, online exploitation).

### **VICTORIA POLICE**

Sexual Offences and Child Abuse Investigation Team (SOCIT):

[www.police.vic.gov.au/content.asp?Document\\_ID=36448](http://www.police.vic.gov.au/content.asp?Document_ID=36448)

### **CHILD PROTECTION (DHHS)**

North and West (Metro) region: 1300 664 9777

South region: 1300 655 795

East region: 1300 360 391

West (Rural) region: 1800 075 599

After-hours and weekends: 13 12 78

### **PSU's role in relation to reports of alleged child-related misconduct and/or child abuse**

The Professional Standards Unit (PSU) is responsible for coordinating child-safety related misconduct and child abuse reports in relation to the safety and wellbeing of children and young people and liaising with statutory authorities.

The PSU will be guided by the recommendations of Victoria Police and/or Child Protection in relation to any action that may be required to promote the safety of those involved and the integrity of the investigation process.

OLOL and CAM have a legal responsibility under the Reportable Conduct Scheme to notify current and historical incidents of suspected child abuse or misconduct of clergy, employees and volunteers to the Commission for Children and Young People (CCYP). Serious misconduct and/or criminal behaviour will be reported to the Reportable Conduct Scheme (Commission for Children and Young People) and/or Victoria Police and be subject to internal investigation and disciplinary action (and/or administrative action subject to the requirements of Canon Law for members of the clergy).

Disciplinary action is determined by the seriousness of the misconduct.

Disciplinary action in the case of employees and volunteers may consist of:

- counselling
- training
- a verbal or written warning
- suspension (with or without pay)
- dismissal.

In the case of clergy, disciplinary and/or administrative action will be considered in accordance with Canon Law and may include:

- pastoral supervision
- counselling
- suspension of faculties
- permanent removal of faculties
- recommendation to the Holy See for a penal precept or dismissal from the clerical state (laicisation)
- excommunication.

Confidentiality and privacy in relation to reports of child abuse will be maintained consistent with the principles of natural justice and our duty of care to safeguard children and young people.

The safety and support needs of all parties involved in a report will be considered and addressed as part of this process.

The PSU will centrally record and monitor child-safety related misconduct and/or child abuse to provide the Archbishop with oversight in relation to the safety and wellbeing of children and young people across the Archdiocese.

#### **PROFESSIONAL STANDARDS UNIT**

- hours of operation: Monday to Friday, 9am-5pm
- phone: 9926 5630
- email: [professionalstandards@cam.org.au](mailto:professionalstandards@cam.org.au)

## 4 POLICY DETAIL FOREWORD

APOSTOLIC LETTER  
ISSUED MOTU PROPRIO

BY THE SUPREME PONTIFF  
**FRANCIS**

### **ON THE PROTECTION OF MINORS AND VULNERABLE PERSONS**

The protection of minors and vulnerable persons is an integral part of the Gospel message that the Church and all its members are called to proclaim throughout the world. Christ himself, in fact, has entrusted us with the care and protection of the weakest and defenceless: “*whoever receives one child such as this in my name receives me*” (Mt 18:5). Therefore, we all have the duty to welcome openheartedly minors and vulnerable persons and to create a safe environment for them, with their interests as a priority. This requires a continuous and profound conversion, in which personal holiness and moral commitment come together to promote the credibility of the Gospel proclamation and to renew the educational mission of the Church.

I want, therefore, to strengthen even more the institutional and regulatory framework to prevent and to counter abuses against minors and vulnerable persons so that in the Roman Curia and in Vatican City State:

- there exist a community respectful and mindful of the rights and the needs of minors and of vulnerable persons, as well as being vigilant in preventing any form of physical or psychological violence or abuse, abandonment, neglect, ill-treatment or exploitation that may occur either in interpersonal relationships or in shared spaces and facilities;
- everyone becomes ever more aware of the duty to report abuses to the competent Authorities and to cooperate with them in their prevention and opposition;
- all instances of abuse or ill-treatment of minors or of vulnerable persons are effectively prosecuted in accordance with the law;
- the right to be welcomed, listened to and accompanied is recognized of those who claim to have suffered exploitation, sexual abuse or ill-treatment, and of their families;
- to victims and to their families appropriate pastoral care is given, as well as adequate spiritual, medical, psychological and legal support;

- the right to a fair and impartial trial, in compliance with the presumption of innocence, as well as the principles of legality and proportionality between the crime and the sentence, is guaranteed to the accused;
- those who are convicted of having abused a minor or a vulnerable person are removed from their duties and that, at the same time, they are offered adequate support for their psychological and spiritual rehabilitation, also in view of their social reintegration;
- everything possible is done to rehabilitate the good name of those who have been wrongly accused;
- adequate training is provided for the protection of minors and vulnerable persons.

Therefore, with the present Letter I decree that:

1. The competent judicial organs of Vatican City State exercise criminal jurisdiction also over the crimes referred to in articles 1 and 3 of Law No. CCXCVII, On the Protection of Minors and Vulnerable Persons, of 26 March 2019, when committed by the subjects referred to in point 3 of the Motu Proprio "In Our Times", of 11 July 2013, on occasion of the exercise of their functions.
2. Without prejudice to the sacramental seal, the subjects referred to in point 3 of the Motu Proprio "In Our Times", of 11 July 2013, shall file a report without delay with the Promoter of Justice of the Tribunal of Vatican City State whenever, in the exercise of their functions, they know or have reasonable grounds to believe that a minor or a vulnerable person has suffered of one of the crimes referred to in Article 1 of Law No. CCXCVII, if the offence has been committed either:
  - i. in the territory of the State;
  - ii. to the detriment of citizens or residents in the State;
  - iii. on occasion of the exercise of their functions, by public officials of the State or by the subjects referred to in point 3 of the Motu Proprio "In Our Times", of 11 July 2013.
3. To the persons offended by the crimes referred to in Article 1 of Law No. CCXCVII will be offered, through the Support Service that is managed by the Department of Health and Hygiene of the Governorate of Vatican City State, spiritual, medical and social assistance, including therapeutic and psychological emergency assistance, as well as useful information of a legal nature.
4. The Labour Office of the Apostolic See, in cooperation with the Support Service of the Department of Health and Hygiene, shall organize training programs for the staff of the Roman Curia and of the Institutions connected to the Holy See on the risks of exploitation, sexual abuse and ill-treatment of minors, as well as the ways to identify and prevent those offences and on the duty to report.
5. When selecting and hiring the staff of the Roman Curia and of the Institutions connected to the Holy See, as well as of those who offer voluntary service, the suitability of the candidates to interact with minors and vulnerable persons shall be ascertained.

6. Those Dicasteries of the Roman Curia and Institutions connected to the Holy See to which minors or vulnerable persons have access shall adopt, with the assistance of the Support service of the Department of Health and Hygiene, guidelines and good practices for their protection.

I establish that the present Apostolic Letter in the form of “*Motu Proprio*” is to be promulgated by its publication in “*L’Osservatore Romano*” and to be inserted subsequently in the *Acta Apostolicae Sedis*.

*I dispose that everything established herewith shall have immediate, full and lasting force, also abrogating all norms to the contrary, starting from 1 June 2019.*

*Given in Rome, at St. Peter’s, 26 March 2019, the seventh year of the Pontificate.*

**Francis**

---

**Law no. CCXCVII on the protection of minors and vulnerable persons of Vatican City State**

**Guidelines on the protection of minors and vulnerable persons for the Vicariate of Vatican City**

© Copyright - Libreria Editrice Vaticana

[http://w2.vatican.va/content/francesco/en/motu\\_proprio/documents/papa-francesco-motu-proprio-20190326\\_latutela-deiminori.html](http://w2.vatican.va/content/francesco/en/motu_proprio/documents/papa-francesco-motu-proprio-20190326_latutela-deiminori.html)

## 5 POLICY DETAIL INTRODUCTION

The Catholic Church is committed to safeguarding children and vulnerable adults. This document replaces the previous Child Safety Policy. This new policy, its procedures, and the tools within this document, is the next step in refining our long held practices of providing a safe environment and activities that respect and acknowledge the inherent dignity of each human being.

This policy document applies to everyone who works in the pastoral structure of Our Lady of Lourdes Catholic Church Bayswater, be they clergy, religious, employees, students on placement and volunteers. Nothing in the policy affects the expectations of Integrity in Ministry – a document of principles and standards for Catholic Clergy & Religious in Australia. (June 2004, reprinted April 2010).

<https://www.catholic.org.au/documents/1344-integrity-in-ministry-2010-1/file>

This policy document is intended to provide a uniform standard of best practice in safeguarding children and vulnerable adults. It contains our policy statement that articulates the core principles, church documents and legislation upon which it is based.

The safeguarding procedures are built around the National Catholic Safeguarding Standards (NCSS) 2019:

1. Committed Leadership, governance and culture;
2. Children are safe, informed and participate;
3. Partnering with families, carers, and communities;
4. Equity is promoted and diversity is respected;
5. Robust human resource management
6. Effective complaints management
7. Ongoing education and training
8. Safe physical and online environments
9. Continuous Improvement
10. Policies and procedures support child safety.

More detail on the above 10 standards can be found via the below link:

<https://www.cpsltd.org.au/safe-church/national-catholic-safeguarding-standards/>

The suite of tools that follows offers practical examples of administrative materials to assist our parish in adhering to this policy and meeting their obligations for best practice and compliance.

This first section of this document is structured to present the standards and procedures for implementation of the Safeguarding Children and Vulnerable Adults prevention and protection policy.

The Resource Documents section (in the appendices) follows and presents various tools and forms to assist the parish compliance with the policy standards, record keeping and monitoring for audit and legal purposes.

## 6 POLICY CORE PRINCIPLES

...for it is to such as these that the kingdom of God belongs.  
Mark 10:14

***Children, young people and vulnerable adults are a gift from God with an intrinsic right to dignity of life, respect and security from physical and emotional harm. They are to be treasured, nurtured and safeguarded.***

This means that everyone in the church must ensure that the fundamental rights of children, young people and vulnerable adults are respected. This will be achieved through the development of respectful relationships and a commitment to safety embracing appropriate boundaries, behaviours and practices, in accordance with the Code of Ethical Behaviour for employees and volunteers who work in service of the Church, as well as adherence to the legislative imperatives of the State and Commonwealth.

Children, young people and vulnerable adults have a fundamental right to be respected, nurtured and safeguarded by all.

Our Lady of Lourdes Catholic Church Bayswater is committed to taking the necessary steps to:

- Demonstrate that the right to protection from harm for all people is paramount;
- Safeguard children, young people and vulnerable adults;
- Foster best practice;
- Demonstrate accountability through establishing effective structures and practices;
- Support parish organisations and personnel in safeguarding children and vulnerable adults;
- Uphold safe recruitment and selection practices for all Church personnel including volunteers because Our Lady of Lourdes Catholic Church Bayswater Parish is committed to employing people who will keep children and vulnerable adults safe from harm;
- Uphold and maintain standards of conduct which set out clear guidelines regarding ethical behaviour as an essential part of reducing the risk of harm for all people;
- Operate a safe play, learning and pastoral environments that ensures safety.



## 7 DEFINITIONS

### **Abuse**

**Physical Abuse** is when a child suffers physical trauma or injury that is not accidental. It doesn't always leave visible marks or injuries. What matters most is the act itself that caused the trauma or injury. Physical abuse can include (but is not limited to): hitting, shaking, throwing, burning, biting, poisoning.

**Emotional/Psychological Abuse** happens when a child's social, emotional or intellectual development is damaged or threatened. It can include (but is not limited to) constant: rejection, teasing or bullying, yelling, criticism, exposure to domestic and/or family violence.

**Family (or Domestic) Violence** happens when one person in a relationship uses violence or abuse to control the other person. It is usually an ongoing pattern of behaviour aimed at controlling a partner through fear. Abuse in this context can include (but is not limited to): emotional abuse (criticizing), verbal abuse (yelling shouting swearing), stalking and harassment, financial abuse (withholding money), damaging property to frighten you, social abuse (isolating), spiritual abuse (forcing you into or stopping you from spiritual practice), sexual abuse, depriving you of the necessities of life such as food, shelter, or medical care.

### **Elder Abuse**

Elder abuse is any act by a family member, or within a relationship of trust, which results in harm to an older person. It can be emotional, psychological, financial, physical or sexual abuse, and/or neglect. Elder abuse is often a form of family violence, because the person harming the older person is a family member, or is trusted like a family member by the older person.

### **Neglect**

Is when a child's health and development are affected because their basic needs are not met. These needs include: food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, medical treatment, and adequate supervision.

### **Cultural Abuse**

Is that abuse received primarily because of a person's cultural background? It can be an outcome of discrimination and harassment and can take different forms including emotional, psychological or social abuse.

### **Sexual Abuse**

Is sexual assault, sexual harassment or any other conduct of a sexual nature that is inconsistent with the integrity of the relationship between Church personnel and those who are in their pastoral care.

Sexual abuse includes sexual behaviour involving the person and another person in the following circumstances:

- The other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- The relevant person has less power than the other person;
- There is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

Sexual abuse can be physical, verbal or emotional and can include, but not limited to; having any kind of sexual contact with a child, rape, incest, having sexual relations with a child under 16 years, talking in a sexually explicit way that is not suitable for a child's age, sending obscene mobile messages or emails to a child, persistently intruding on a child's privacy, showing pornographic material to a child or forcing them to watch a sexual act, child prostitution.

*Too often elder abuse is hidden; because victims are reluctant to disclose the abuse they suffer due to being dependent on, ashamed of, or trying to protect their abusive family member or partner.*

### **Child in need of protection**

A child, who has suffered significant harm, is suffering significant harm or is at unacceptable risk of suffering significant harm; and does not have a parent able and willing to protect the child from harm. This may include detrimental effects on the child's body or the psychological or emotional state that are evident or are considered to be likely to become evident in the future.

### **Harm**

Harm is any detrimental effect of a significant nature on the person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. It may be caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

### **Self-harm**

Deliberate and voluntary physical self-injury (that is not life-threatening and is without any conscious suicidal intent) in an attempt to cope with strong feelings such as anger, despair or self-hatred.

### **Standards**

Those expectations and behaviours of clergy/religious and lay church workers/volunteers as articulated in; State and Commonwealth Legislation, the National Catholic Safeguarding Standards (NCSS) 2019, and this Safeguarding Policy.

**Vulnerable Adults** Those aged 18 or over, who may be in need of community services due to age, illness or a mental or physical disability; or who may be unable to take care of him/herself or protect him/herself against significant harm or exploitation.

### **Elder or Elderly person**

An older person is often defined as being:

- Over 65 years
- Over 55 years for Aboriginal people

## **8 GOSPEL VALUES**

The values of love, dignity and justice as demonstrated by Jesus underpin this policy.

Jesus especially showed care for the poor, powerless and vulnerable. He particularly loved children in their purity and innocence –

*...for it is to such as these that the kingdom of God belongs. (Mark 10:14).*

All people are called to cherish and safeguard children, young people and vulnerable adults from anyone who would harm them.

## 9 SCOPE, ROLES AND RESPONSIBILITIES

*If we wish to lead a dignified and fulfilling life, we have  
to reach out to others and seek their good.  
'The love of Christ urges us on.' 2 Cor 5:14*

Pope Francis in [Evangelii Guardium](#) (9) 2013

Our Lady of Lourdes Catholic Church Bayswater Safeguarding Policy applies to clergy, religious, employees, students on placement and volunteers who are responsible for safeguarding children and vulnerable adults in the care of Our Lady of Lourdes Catholic Church Bayswater Parish. The duties/responsibilities expected of personnel within our parish are defined in the follow sections:

### 9.1 PARISH PRIEST/SUPERVISOR/BOARD MEMBER

People in supervisory and management roles play a key function in modelling expected behaviour and the training of employees and volunteers. People in supervisory positions can minimise risk to children and vulnerable adults by:

- Adopting safe recruiting and selection practices;
- Supporting and encouraging a safe and secure environment;
- Adopting a proactive response to inappropriate behaviour by employees or volunteers;
- Monitoring and supervising subordinates' performance;
- Ensuring employees and volunteers are inducted and trained appropriately in working with children and vulnerable adults and their obligations;
- Ensuring that complaints, suspicions and/or allegations are responded to in a prompt and professional manner;
- Ensuring that victimisation is not tolerated; and
- Ensuring that employees and volunteers who undertake activities with children and vulnerable adults have clearly articulated and documented role descriptions.

## 9.2 LOCAL SAFEGUARDING REPRESENTATIVE

Our Lady of Lourdes Catholic Church Bayswater is to have a local safeguarding representative.

This role is a voluntary role. A member of the Parish Pastoral Council (or nominee) may take on this task (subject to a Positive Notice Victorian Working With Children's Check).

At Our Lady of Lourdes Catholic Church Bayswater an employee responsible for Work Health and Safety matters could also perform this function (subject to a Positive Notice Victorian Working With Children's Check).

The Local Safeguarding Representative is responsible for:

- Making sure that the parish is aware of the importance of safeguarding children and vulnerable adults, through regular communications to staff/community members;
- Promoting safe practices including articulating for others what is appropriate and inappropriate behaviour; and,
- Assisting in the administration of Our Lady of Lourdes Catholic Church Bayswater in the Safeguarding Children and Vulnerable Adults Policy as appropriate to Parish needs. See full Local Safeguarding Representative volunteer task description in the *"SAFEGUARDING REPRESENTATIVE POSITION DESCRIPTION" in OLOL Safeguarding Appendix.pdf pp10*

## 9.3 FAMILIES

Families can support a Parish risk management and child friendly approach by:

- Providing children with required support to participate in the various activities including teaching self protective behaviours;
- When appropriate, taking part in the planning, management and delivery of activities;
- Reporting when a child may be experiencing bullying or harassment whilst participating in an activity/service; and
- Reporting when there is a suspicion that a child or vulnerable person is being abused or harmed whilst participating in an activity/service.

## 9.4 CHILDREN AND YOUNG PEOPLE

Children and young people themselves contribute to their environment by:

- Showing respect towards other children, young people and adults;
- Not placing themselves at risk of harm and keeping themselves safe; and
- Reporting where they may experience or observe inappropriate behaviour or unsafe situations.

## 9.5 PREPARATION OF EMPLOYEES, VOLUNTEERS AND STUDENTS ON PLACEMENT WORKING WITH CHILDREN AND YOUNG PEOPLE

Employees, volunteers and students need to be screened, prepared, nurtured and supported to undertake their ministry and/or agency activities.

There is an expectation that employees, volunteers and students on placement who work with children, young people or vulnerable adults will:

- Report issues, activities, equipment and policies that are unsafe and potential areas of risk;
- Engage in appropriate behaviour;
- Use appropriate language and interactions that empower children, young people and vulnerable adults;
- Provide the highest standard of service provision;
- Participate in professional training and development; and
- Understand the requirements of their role with children, young people and vulnerable adults.

## 9.6 ACHIEVE THESE OUTCOMES

To achieve the above outcomes volunteers and employees will need to participate in:

- A recruitment and selection process;
- An induction into the organisation;
- Training in the role; and
- Performance feedback or an appraisal system (as required).

Tools for recruitment, selection, induction, training and performance feedback for volunteers can be found in the appendices to this document.

Those who work in the service of the church should be clear as to the meaning of harm and abuse.

**Harm** is any detrimental effect of a significant nature on the person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. It may be caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

**Abuse** is intentional acts by a person with responsibility for another person causing significant physical injury, or other behaviour, which causes serious physical pain or mental anguish without any legitimate care or disciplinary purpose as judged by the standards of the time when the behaviour occurred.

**Physical Abuse** is any non-accidental physical injury or injuries to a child or adult, such as inflicting pain of any sort, or causing bruises, fractures, burns, electric shock, or unpleasant sensation (e.g. taste, heat or cold) as well as restrictive practices which are

not contained in the client's positive behaviour support plan.

**Emotional/Psychological Abuse** is verbal communication that is threatening or demeaning, threats of maltreatment, harassment, humiliation, intimidation, failure to interact with a person or to acknowledge the person's presence, or denial of cultural or religious needs and preferences.

**Family (or Domestic) Violence** behaviour by a person towards another person in a relevant relationship that is physically or sexually abusive, emotionally or psychologically abusive, economically abusive, threatening, coercive or in any way controls or dominates the second person and causes that person to fear for their safety or wellbeing or that of someone else.

### **Elder Abuse**

Elder abuse is any act by a family member, or within a relationship of trust, which results in harm to an older person. It can be emotional, psychological, financial, physical or sexual abuse, and/or neglect. Elder abuse is often a form of family violence, because the person harming the older person is a family member, or is trusted like a family member by the older person.

**Neglect** is the failure to provide the necessary care, aid or guidance to dependent children or adults by those responsible for their care. Neglect may be physical, emotional, educational, environmental, medical or systemic.

**Exploitation** is taking advantage of the vulnerability of a person with disability in order to use them or their resources for another's profit or advantage (e.g. financial abuse).

**Cultural Abuse** can be an outcome of discrimination and harassment, and it can take different forms including emotional, psychological or social abuse. It may be evident through prejudice in what is said, dislike of a person based on their culture or background, discrimination in activities and not having the opportunity to contribute equally, bullying of a person based on culture, beliefs or values or unreasonable verbal abuse using offensive cultural language.

**Sexual Abuse** is sexual assault, sexual harassment or any other conduct of a sexual nature that is inconsistent with the integrity of the relationship between Church personnel and those who are in their pastoral care. Sexual abuse includes sexual behaviour involving the person and another person in the following circumstances:

- The other person bribes, coerces, exploits, threatens or is violent toward the relevant person;
- The relevant person has less power than the other person;
- There is a significant disparity between the relevant person and the other person in intellectual capacity or maturity.

## 10 PREVENTION AND PROTECTION PRACTICES

Research by the Truth Justice and Healing Council (August 2013) indicates that the greater the number of organisational strategies implemented, the safer children, young people and vulnerable adults will be in their contacts with the organisation. In developing an extended culture of guardianship, the parish's approach is to provide a safe environment for all children, which is built around the National Catholic Safeguarding Standards (NCSS) 2019:

1. Committed Leadership, governance and culture;
2. Children are safe, informed and participate;
3. Partnering with families, carers, and communities;
4. Equity is promoted and diversity is respected;
5. Robust human resource management
6. Effective complaints management
7. Ongoing education and training
8. Safe physical and online environments
9. Continuous Improvement
10. Policies and procedures support child safety.

More detail on the above 10 standards can be found via the below link:

<https://www.cpsltd.org.au/safe-church/national-catholic-safeguarding-standards/>

### 10.1 SAFE RECRUITMENT AND SELECTION PRACTICES

A key preventative strategy in safeguarding children and vulnerable adults is to make clear to all who attend Our Lady of Lourdes Catholic Church Bayswater, that it is a safe, protective and vigilant environment. Compliance with this strategy is monitored and checked annually by the Safeguarding Leader via the annual Protection and Prevention Compliance Checklist: see "PREVENTION COMPLIANCE CHECKLIST" in OLOL Safeguarding Appendix.pdf pp6.

It is important that all possible steps are taken to prevent unsuitable people working in Our Lady of Lourdes Catholic Church Bayswater. While the vast majority of people who want to work with children, young people and vulnerable adults are well-motivated, good recruitment and selection procedures will help screen out those who are not suitable, thus enhancing the prospects of identifying the best person for the job. Recruitment of employees should follow the established Human Resources procedures as defined by the Parish.

When recruiting employees or volunteers, Our Lady of Lourdes Catholic Church Bayswater will follow safe practices by:

- Having task descriptions for each of the roles (as defined in the appendices of this policy document);
- Having the person complete an application and declaration form;
- Asking the recommended interview questions;
- Ensuring that the candidate is not a disqualified person;
- Presenting the selected person with an engagement letter;



- Completing the new employee engagement /volunteer form;
- Completing an induction process with the new person;
- Entering the volunteer's details into the volunteer register;
- Carefully look at the details of a Working with Children Check, recording the details (number, expiry date, card type [E for paid or V for volunteer]; and
- Ensure workers know to notify us within 21 days of changes.

OLOL Safeguarding Appendix.pdf contains volunteer task descriptions and other volunteer recruitment forms to assist the parish.

## 10.2 POSITIVE NOTICE WORKING WITH CHILDREN CHECK (VICTORIA)

### 10.2.1 OFFENCE

***It is an offence if you engage in child-related work (voluntary or otherwise) without a Positive Notice Working With Children Check.***

A person who is found guilty can face a maximum of 2 years imprisonment or a Level 7 fine (240 penalty units maximum – being \$39,652.80 in 2019-20 financial year) or both according to the Working with Children Act.

*Note these details can change according to updated/new legislation and you should review the current Victorian Legislation for any possible changes to penalties imposed for someone found guilty.*

Detailed information on offences relevant under the Working with Children Act 2005 can be found via the below link:

[https://www.workingwithchildren.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2019/02/f5/2701b7b68/List%20of%20offences%20.pdf](https://www.workingwithchildren.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2019/02/f5/2701b7b68/List%20of%20offences%20.pdf)

### 10.2.2 SUMMARY

- Preference is for ALL staff and volunteers hold a Positive Notice Working with Children Check.
- Some roles mandate a Positive Notice Working with Children Check.
- Some of the “mandated roles” are in addition to legislated roles.
- Failure to hold a Positive Notice Working with Children Check for a role mandated by the Working with Children Act is an Offence.
- Failure to hold a Positive Notice Working with Children Check for a role mandated by our Parish may result in your removal from that role.
- Any changes must be done within 7 days (penalties apply for failure to notify);
- You must notify the parish office and safety officer if you are going to change your check from volunteer to paid work (as they cancel the volunteer check and between the old and the new check you no longer have a check in place and may not be permitted to work in the role you were undertaking, until your new check comes back as Positive).

Be aware that having a Working With Children Check card is not a standalone strategy for safeguarding children and young people. Protection of children, young people and vulnerable adults requires that the suite of strategies, as articulated in this document is employed and adhered to.

The *Working with Children Act 2005* (Vic.) and *Working with Children Regulations 2016* requires the development and implementation of an annual risk management strategy that takes into account screening requirements for volunteers and employees including those who:

- Have begun employment pending outcome of a successful Work with Children Check
- Working With Children / Criminal History Check
- Hold a Working With Children card
- Are not required to hold a Working With Children card
- Are having their Working With Children card reassessed

The Working With Children's Check is a national check of a person's criminal history. Disciplinary information held by certain professional organisations or information from police investigations into allegations of serious child related sexual offences will also be considered. The *Working with Children Act 2005* (Vic.) and *Working with Children Regulations 2016*, prescribes child related regulated employment categories in which the Working With Children Check is mandatory.

All employers must warn all potential employees (paid employees, volunteers and students on placement) that it is an offence for a disqualified person to sign a Positive Notice to Work with Children application. For example: 'I am legally obliged to warn you that it is an offence for a disqualified person to sign a Working With Children Check card application form.' The employee must also sign the declaration on the application form stating they have been warned that it is an offence for a disqualified person to sign a Working With Children Check application. *Refer OLOL Safeguarding Appendix.pdf pp269* that lists who is a disqualified person. It is an offence for an employer not to provide the warning.

When a person submits an application and it is approved, a Working With Children Check card will be issued and the nominated business/organisation notified. If an application is refused, a negative notice is issued. This prohibits the person from working in regulated employment categories as defined by the Act.

For more information refer to the Working With Children Act 2005:  
<https://www.workingwithchildren.vic.gov.au/about-the-check/legislation>)

The work and activities undertaken with children and young people within the parish either in a paid or voluntary capacity are governed by this legislative requirement. Therefore, employees (unless exempt) and volunteers working with children and young people must apply for and obtain a Working With Children Check. It is the responsibility of the employee and/or volunteers to ensure that their Positive Notice Working With Children Check is maintained and current. As part of the Parish Risk Management Strategy, a Working With Children Check Register is to be kept and maintained by Our Lady of Lourdes Catholic Church Bayswater and **reviewed annually**. The Local

Safeguarding Representative will conduct random audits of Working With Children Check registers in addition to the annual review.

*Note: while the Working With Children Act 2006 does stipulate the people who require a check, the Parish may outline which additional roles must hold a Positive Assessment. This will be outlined in the role documentation (refer to the Resource Section for the applicable role to verify if a check is required for your role or only suggested).*

Working with Children Regulations 2016 updated the term 'supervision' from child-related work was removed and no longer applies. Before this change, if another person directly supervised a person's contact with children, they did not require a Working with Children check. Now a Working With Children check is required whether contact with children is supervised or not, with few exceptions (listed in the next section). This amendment responds to the Royal Commission's finding that perpetrators can often groom children in the presence of other people.

### 10.2.3 WORKING WITH CHILDREN CHECK EXEMPTIONS

Exemptions from working with children check according to the Working with Children Act are listed below:

- Parent volunteering their services or conducting activities through a church, club or association when their child/children are involved in the same or similar activity; (however the parish recommends that all parents obtain a Working With Children Check to cover events where their own children may not be in the particular group they are working with);
- People under 18 years;
- An 18 or 19-year old student volunteering in activities organised by their educational institution;
- Parents volunteering their services at the school that their child/children attends so long as the child is under 18 years of age;
- Registered teacher or registered early childhood teacher under the Education and Training Reform Act 2006 (you are not registered if your registration is suspended). Evidence of your teacher registration will be required;
- The Act states, visiting workers who are not ordinarily resident in Victoria (if the engagement period is not more than 30 days, and this will be the only child-related work in Victoria with the same calendar year); or they hold the equivalent of an assessment notice given under the provisions of the laws of the Australian jurisdiction in which the person is ordinarily resident, and the engagement period will not be more than 30 days of child-related work in Victoria within the same calendar year; Until December 2020 the Parish will exempt working visitors if they aren't directly in contact with children in their time at the Parish;  
<https://www.workingwithchildren.vic.gov.au/about-the-check/interstate-checks>
- Police officers (excluding a police officer who is suspended) within the meaning of the Victorian Police Act 2013;
- Federal Police officers within the meaning of the Australian Federal Police Act 1979 (other than a member who is suspended from duty under that Act).

Exemption is not applicable if the person has been given a negative notice and has not subsequently been given a positive assessment notice since that time.

#### 10.2.4 VERIFYING A CHECK

As part of the Parish organisational obligations, we must verify (where applicable) that the person holds a Positive Notice Victorian Working with Children Check:

- New employees/volunteers
- Visiting Workers
- Current employees/volunteers
- Third party contractors

##### 10.2.4.1 NEW EMPLOYEES/VOLUNTEERS

The signed documentation, role related and working with children checks, will be held for as long as required, but generally not longer than 2 years post the expiry of the check or leaving the parish/role.

***Disclaimer-** that information on checks is based on the Victorian State Government website information, and that while they [the Victorian State Government] attempt to ensure the information is accurate and up to date, the Victorian Government and its employees are not liable for any loss or damage, which may be incurred by any person relying on this information. As Our Lady of Lourdes Catholic Church Bayswater must source and confirm details based on information provided by Victorian Government, we extend this disclaimer to cover Our Lady of Lourdes Catholic Church Bayswater and its employees and volunteers.*

##### 10.2.4.2 VISITING WORKERS

If a person is undertaking; a role which meets the requirements of requiring a Working with Children Check, or a role which the Parish have mandated requires a Working with Children Check, any visiting work will be unable to undertake that work unless they currently hold a current Positive Notice Victorian Working with Children Check or a current interstate equivalent. The details **MUST BE VERIFIED ONLINE BEFORE** allowing any work/activities:

**Victorian Check Link:**

<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

**Links to Interstate Checks:**

<https://www.workingwithchildren.vic.gov.au/about-the-check/interstate-checks>

##### 10.2.4.3 EXISTING EMPLOYEES/VOLUNTEERS

For any roles which cover either a legally mandated Working with Children Check or any role defined by the Parish to require a Victorian Working with Children Check, all employees & volunteers should ensure they hold a valid Positive Notice Victorian Working with Children Check where they have listed the Parish as an organisation they will be undertaking a role requiring a check.

*For those who do not yet have a check they should refer to [Section 10.2.1 OFFENCE](#).*

If you do not hold a check you should obtain one immediately via Working With Children Victoria website (<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>) as you may not be able to undertake any work until you hold your check.

For those who do hold a Positive Notice Victorian Working with Children Check, the Parish Office will hold your details. The Parish Office will audit these details yearly in addition to ad-hoc checks to be performed by the Local Safeguarding Representatives.

The below link will be used to validate the current status of the Victorian Working with Children Check.

<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

#### **10.2.4.4 THIRD PARTY CONTRACTORS**

Currently the Working with Children Check website does not offer facilities to record details of visiting workers. These being workers who may be working with the Parish only temporarily and not required to list the Parish as an organisation where they will be undertaking work.

For any visiting work that requires a Victorian Working with Children Check (such as visiting photographers) the following process will be followed;

1. A copy of the workers card will be taken by photocopying the card.
2. The card details will be verified as current using the check status link  
<https://online.justice.vic.gov.au/wwccu/checkstatus.doj>
3. The worker will sign documentation [to be drafted in OLOL Safeguarding Appendix.pdf]

## 10.2.5 AMENDING A WORKING WITH CHILDREN CHECK (VIC)

If you require a Victorian Working with Children Check for the role you plan to undertake within the Parish, you **MUST** have a Positive Notice Victorian Working with Children Check, which lists **Our Lady of Lourdes Parish, Bayswater, Victoria** as an organisation you plan to undertake work (paid or voluntary).

*If you do not hold a check you can apply via the login in step 1 below.*

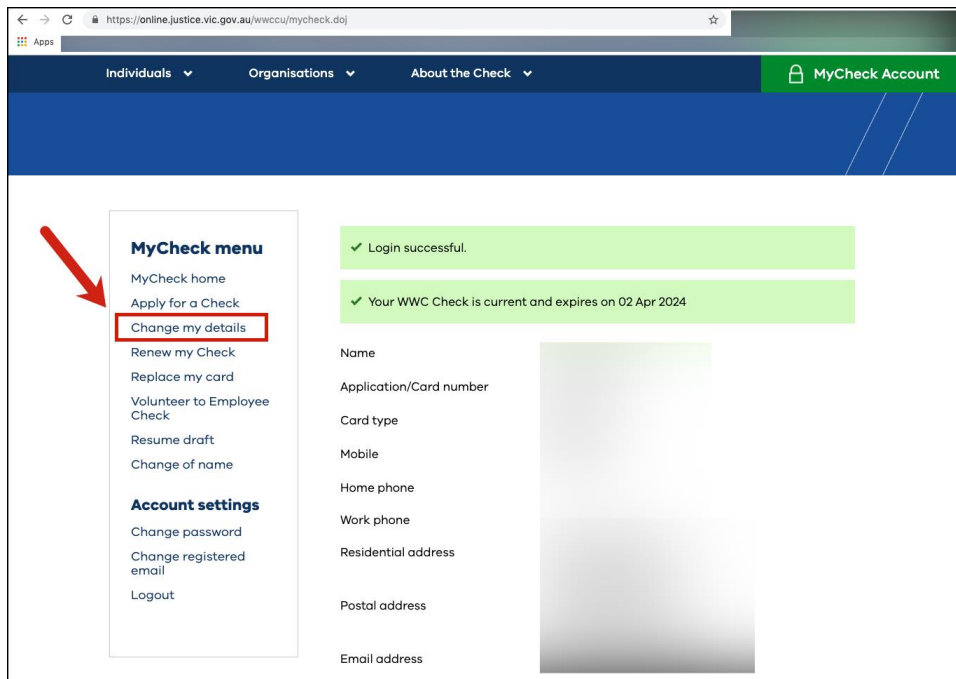
If you hold a Positive Notice Check already you **MUST** update this to reflect **Our Lady of Lourdes Parish, Bayswater, Victoria**.

ALL parish volunteers and staff members are to have a Positive Notice Victorian Working With Children Check.

1. Login via <https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

*If you do not have an online login already, you will need to register for one, as they are not automatically provided.*

2. Click “Change my details”



3. Select to add details as shown below.

The screenshot shows a web form with two main sections: "Organisation details" and "Occupational fields".

**Organisation details**

Labels on the left: Organisation name, Postal number and street, Postal address line 2, Suburb, State, Postcode, Phone.

A large grey rectangular area on the right represents the input fields for these details.

Below the input area is a blue link labeled "remove".

A red arrow points to a dark blue button with white text that says "add an organisation". The button is enclosed in a red rectangular box.

**Occupational fields**

Labels on the left: Occupational field, Type.

A large grey rectangular area on the right represents the input field for these details.

Below the input area is a blue link labeled "remove".

A red arrow points to a dark blue button with white text that says "add an occupational field". The button is enclosed in a red rectangular box.

Below the button is a checkbox with the text "I declare that the information provided is true and correct".

At the bottom are two buttons: "Submit" (grey) and "Cancel" (blue link).

4. Add the following information for “*Organisation details*”:

<b>Organisation details</b>	
Organisation name	<b>OUR LADY OF LOURDES PARISH, BAYSWATER, VICTORIA</b>
Postal number and street	<b>25 ORANGE GROVE</b>
Suburb	<b>BAYSWATER</b>
State	<b>VIC</b>
Postcode	<b>3153</b>
Phone	<b>0397292622</b>

5. For Occupational fields select “*64 Religious organisations*” then the type required.

10 All overnight camps for children  
12 Babysitting or child minding services arranged by commercial agency  
14 Child care - centre-based long day care  
16 Child care - occasional care  
18 Child care - family day care  
20 Child care - in-home care  
22 Child care - outside school hours care  
24 Child protection services  
26 Children's services including kindergartens or preschools (Children's Services Act 1996 & Education and Care Services National Law (Vic) Act 2010)  
28 Coaching / private tuition for children  
30 Commercial entertainment / party services for children  
32 Commercial gym / play facilities for children  
34 Commercial photography services for children  
36 Commercial talent / beauty competitions for children  
38 Out-of-home care services under the Children, Youth and Families Act 2005  
40 Counselling or other support services for children  
42 Clubs, associations or movements of a cultural, recreational or sporting nature  
44 Educational - state schools (all primary, secondary, technical and special schools)  
46 Educational - non-government schools (all primary, secondary, technical and special schools)  
48 Educational - TAFE colleges and divisions of universities providing VCE and/or VCAL  
50 Educational - some adult education providers offering VCE and/or VCAL subjects  
52 Educational - other institutions providing children's study or training programs  
54 Fostering children  
56 Youth remand, residential, or justice centres, supervision units and probation services under the Children, Youth and Families Act 2005  
58 Paediatric wards of public, private, or denominational hospitals as defined in the Health Services Act 1988  
60 Publicly funded or commercial transport services specifically for children  
62 Refuges or other residential facilities used by children  
**64 Religious organisations**  
66 School crossing services  
70 Clubs / associations / movements of recreational /sporting nature - high child participation  
72 Clubs / associations / movements of recreational /sporting nature - remaining sports / recreations  
74 Clubs / associations / movements of cultural nature  
76 Supervision of a child (under 15 years of age) in employment under the Child Employment Act 2003  
78 Student exchange/homestay arrangements under Part 4.5A of the Education and Training Reform Act 2006, including accommodation in a person's home  
80 Kinship Care - caring for a child placed by Child Protection under the Children, Youth and Families Act 2005

6. Confirm the details are true and correct (i.e. tick the box), and then click “Submit”.



I declare that the information provided is true and correct

**Submit** [Cancel](#)

Finally you will be given a confirmation that you have successfully updated your details.

## Change my details

**MyCheck menu**

- MyCheck home
- Apply for a Check
- Change my details
- Renew my Check
- Replace my card
- Volunteer to Employee Check
- Resume draft
- Change of name

**✓ Success!**

Your details have been updated successfully.

Return to [MyCheck home](#).

## 10.2.6 PAID EMPLOYEES

All paid employees (unless exempt, as defined within this policy – refer [Section 2.2.3 Working with Children Check Exemptions](#)) working with children are required to hold a Positive Notice Victorian Working with Children Check when they work:

- Eight consecutive days or more;
- Once a week or more, each week over four weeks;
- Once a fortnight or more, each fortnight over eight weeks; or
- Once a month or more, each month over six months.

**Until an employee (unless exempt) or volunteer holds a Working With Children Check they are unable to work with children or young people.**

It is mandatory for all employees and ensures the Parish has current employment details for all Working With Children Check cardholders, and to note that Our Lady of Lourdes Catholic Church Bayswater will be notified by the Victorian Government of any relevant change in status of the Working With Children Check.

*Note: If you are **changing your Victorian Working with Children Check from Volunteer to Paid**, you should inform the Parish office and/or Local Safeguarding Representative. This is because, when you change from Voluntary to Paid, your original Check is revoked and you no longer have a Positive notice in place to work with Children, until your new check is returned as Positive.*

## 10.2.7 NEGATIVE NOTICE OR FAILED WORKING WITH CHILDREN CHECK

It is important to know what to do if a worker has their check revoked, suspended or is issued with a Negative Notice. The below details are taken from the working with children Victoria website:

### **Revoked or suspended Check**

If your worker's Check is suspended or revoked, they won't be able to legally do child-related work for your organisation. We'll notify you in writing of the suspension or if their Check has been revoked and advise you on the next steps you and your worker will need to take.

### **Failing the Check**

Your worker will fail the Check if we determine, upon application, that they must be refused a Check in accordance with the Act or if they pose an unjustifiable risk to the safety of children. We'll issue them with a Negative Notice, however must give the individual a chance to respond to the proposed Negative Notice before issuing a final decision. From there, they have the opportunity to apply to VCAT for a review or to get an assessment notice.

### **Receiving a Negative Notice**

If a worker receives a Negative Notice, Working with Children will let the Parish office know.

By law, the worker must also tell the Parish in writing within seven days (seven days is based from the date they received the notice). The Parish won't be told the reason for the Negative Notice.

Once a Negative Notice is issued, the person is not allowed to do any child-related work effective from the date listed on the notice.

If a worker isn't granted a Check after applying to VCAT, they cannot apply for a Check again until five years after the date of the notice, unless their circumstances change.

Details of a Disqualified Person can be found in the [Refer OLOL Safeguarding Appendix.pdf pp269: Who is a Disqualified Person?](#)

### 10.2.8 ACTIONS AFTER A NEGATIVE NOTICE

The staff member or volunteer should be removed from his role involving contact with children.

The reason for the Negative notice will not be know. The Victorian Government will notify the Parish if there is a Negative notice provided to anyone who has listed the Parish as an organisation they work for/with.

#### **Organisation Responsibility**

*The Parish have responsibilities under the Working With Children Act, and if found not to be meeting these responsibilities or don't comply, there can be consequences and either the Parish or you as an individual may be subject to a penalty if found in breach of the Act.*

### 10.3 PARISH ROLES WHICH REQUIRE A WORKING WITH CHILDREN CHECK:

Legally any parish role that has direct contact with children, young people, vulnerable adults in their parish work, requires a Victorian Working With Children Check. Safeguarding all adults serving, as well as the children, young people and vulnerable adults is the goal.

However, the Melbourne Archdiocese has taken the decision to implement a Working With Children Check for ALL volunteers and staff in every Melbourne metro area Parish.

**ALL volunteers and staff now require a Working With Children Check!**

All volunteers and staff of the parish as (but not limited) to the below:

- Safeguarding Representatives
- Sacramental Coordinator
- Sacramental Leader
- Children's Liturgy of the Word (CLOW) Leaders
- Youth Ministry Coordinator
- Youth Ministry Leaders
- Altar Servers trainer
- Sacristan if they are in contact with children/young people

- Choir Leader – where children are included in the general choir and for children's choir
- Nativity Play Director
- Cuppa members
- Holiday Activities Leader
- Special Events Coordinator
- Piety Stall members
- Library
- Parish Administrative staff and volunteers (including office and parish website)
- Parish Pastoral Council members where there is a youth member (under the age of 18 years)
- Craft Group Coordinators
- Care and Concern members who visit vulnerable people in their homes (children or grandchildren may be present)
- Communion to the Sick ministers who visit people in their homes (children or grandchildren may be present)
- Bingo Coordinator & members
- Youth Group Coordinator & members
- Maintenance, Garden and Mowing members
- Liturgy Roster and Online Services Coordinator/members
- Our parish may have other roles that involve working closely with children, young people and vulnerable adults that will be managed in the same manner as others documented here within.

#### 10.4 CODE OF ETHICAL BEHAVIOUR

This Code of Ethical Behaviour (developed from Integrity in Service of the Church, National Committee of Professional Standards, 2004, reprint 2010) clarifies and affirms the standards of behaviour that are required of lay employees, students on placement and volunteers at Our Lady of Lourdes Catholic Church Bayswater. Breach of this code may result in legal proceedings by state or federal police, or disciplinary action being taken by the Parish, up to and including dismissal.

Clergy and religious are bound by the standards for ethical behaviour as articulated in 'Integrity in Ministry' <https://www.catholic.org.au/documents/1344-integrity-in-ministry-2010-1/file>.

Relationships among people are the starting point of all Christian life, ministry and service and are central to Catholic life. It is with the objective that relationships in ministry be experienced as collaborative, communicative and coordinated without intention to harm or allow harm to occur.

Those who serve at Our Lady of Lourdes Catholic Church Bayswater (employees, volunteers and students on placement shall):

1. Commit to justice and equity by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct.
2. Uphold the dignity and right to respect of all people by conducting themselves in

a moral manner consistent with the discipline, norms and teachings of the Catholic Church.

3. Commit to safe and supportive relationships by not taking advantage of any pastoral or authoritative role for their own benefit; and by adhering to the requirements of the law of Victoria, in particular in relation to reporting any suspected abuse of children, young people and vulnerable adults.
4. Respond with integrity to those who are poor, alienated or marginalised by not acting in an abusive or neglectful manner; and by sharing concerns about suspicious or inappropriate behaviour with the appropriate person in their organisational structure.
5. Strive for excellence in all their work by following the policies and procedures of Our Lady of Lourdes Catholic Church Bayswater; accepting their professional responsibility in the protection of children, young people and vulnerable adults from all forms of abuse and harm; and by providing a professional work environment that is free from harassment.
6. Maintain appropriate professional boundaries in all contact settings including virtual by:
  - Demonstrating behaviour consistent with role and responsibilities;
  - Avoiding inappropriate emotional attachment;
  - Not forming or engaging in relationships of a personal or sexual nature;
  - Maintaining distance between work time and activities and personal time and activities;
  - Not accepting gifts or entering into financial relationships or transactions;
  - Not disclosing inappropriate personal information; and
  - Avoiding touch, in a manner, which is not a legitimate occupational requirement.

Conduct not consistent with this Code of Ethical Behaviour in the workplace includes but is not limited to being engaged in activities or situations that can give the appearance of: bullying, sexual or other harassment, exploitation, sexual exploitation, conflict of interest, abuse as defined in the Church's Towards Healing document, possession or distribution of pornographic material, abuse of alcohol, drugs or gambling that in any way interferes with the person's service of the Church any form of criminal conduct including stealing or any other form of theft or any form of assault.

## **10.5 SAFE ACTIVITIES - PLANNING ACTIVITIES FOR CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS**

Our Lady of Lourdes Catholic Church Bayswater commitment to safety along with State and National Legislation requires our parish to undertake risk assessments of activities and services provided. As part of the overall risk management strategy, assessing any potential risks is critical in minimising harm to a child, young person or vulnerable adult.

A risk is anything, including the behaviour of others that can cause harm or loss to a person.

In assessing any activity or service provision within Our Lady of Lourdes Catholic Church Bayswater it is important to consider how harm might occur, why and when it could occur. [OLOL Safeguarding Appendix.pdf pp271](#) contains a Risk Calculator that will guide assessment of risks. Once the level of risk is determined, the risks can be prioritised and options that effectively control the situation can be considered for implementation. There is a Risk Assessment Sheets in OLOL Safeguarding Appendix.pdf pp275.

Risk assessments must be conducted on all activities and services that involve children, young people and vulnerable adults. These assessments are to be kept on file and reviewed annually in light of the current circumstances.

Our Lady of Lourdes Catholic Church Bayswater can minimise the risk of harm to children and young people by:

- Ensuring that activities support the interest of those involved;
- Providing constant supervision by reliable and trained adults;
- Knowing where participants are at all times;
- Implementing appropriate risk mitigation strategies within the environment to keep participants safe e.g. installing glass windows into doors to give a line of sight into a particular space.

Risk assessment templates for some typical parish activities are provided in OLOL Safeguarding Appendix.pdf pp276-311.

A checklist to assist with Identification of training needs for employees and volunteers can be found in OLOL Safeguarding Appendix.pdf pp316. There are a number of resources available who will be able to assist you with this training (refer the REFERENCES section for details of different organisations).

OLOL Safeguarding Appendix.pdf pp318 is a checklist to assist with planning for general/regular activities with children.

There may be times when other organisations conduct activities for children and young people, within the parish. In such a case it is imperative that a risk assessment be undertaken. A checklist of issues to be considered for these special events can be found in OLOL Safeguarding Appendix.pdf pp320. It is also important to know who is in attendance at activities along with who has delivered and who has collected the child. A sign in/sign out register may be found in OLOL Safeguarding Appendix.pdf pp322.

### **10.5.1 TWO ADULT RULE**

General safe practice in all activities, recommends the application of the Two Adult Rule that serves to keep children and vulnerable adults, as well as the adults serving them safe. Wherever practical no fewer than two adults are present at all times during any parish sponsored program, event or ministry involving children, young people and vulnerable adults. Points to consider:

- It is best that these two adults not be related.
- Why have this rule?
  - Drastically reduces the risk of an incident of abuse (potential abuser will

- lose interest if they are constantly in sight of another adult);
- Protects the adults against false allegations;
- Reduces the possibility of a claim of negligence;
- Parents and adults more likely to volunteer to lead if they know they will have help on a regular basis;
- Provides help if there is an accident or emergency;
- Sends a clear statement that children/youth are important and valued.
- What do we do if we have a hard time finding even one adult leader?
  - Invite a parent or other parishioner to join the activity to act as the second adult;
  - Leave doors open;
  - Put glass windows in the doors.

## 10.5.2 OTHER SAFEGUARDING PRACTICES

### **BEHAVIOUR MANAGEMENT**

Managing behaviour of children, young people and vulnerable adults should always take the form of positive reinforcement, i.e. catch them doing the correct thing and draw attention to that. We must ensure that behaviour management is at no time punitive, humiliating or aggressive.

At the outset of any activity, expectations about appropriate and socially acceptable behaviour and taking responsibility for one's own behaviour should be made clear to children and young people.

### **PHYSICAL CONTACT**

Physical contact with children and young people may be required in some circumstances. These may include: management of an injury, to assist with toileting. Where practical an adult should provide an explanation to the child/young person as to what the physical contact will be and why it will occur. Consideration should be given to whether it is necessary to seek permission from the child and/or parents in relation to the physical contact and any supervision that is required in relation to the physical contact (depending on the nature of the contact).

Any physical contact with a minor is expected to be in a manner appropriate for the ministry activity and always with safeguarding from harm all those involved.

### **TRANSPORT OF CHILDREN AND YOUNG PEOPLE**

As a general rule ministry leaders should not transport children/young people in their vehicles without specific permission from their parents. In the event that a child needs to be transported for safety reasons the Two Adult Rule applies.

All people travelling in a vehicle must wear seat belts, the driver should be appropriately licensed and the vehicle should be registered insured and safe to drive.

### **CHANGE ROOMS/TOILETS**

Children/young people should be afforded privacy when using toilets and change rooms.

Responsible ministry requires that adequate and appropriate supervision be given to

children in these circumstances. Where an adult needs to assist a child the principles set out above regarding physical contact apply. Supervising adults should work to maintain the privacy of the individuals e.g. announcing entry to the room. The Two Adult Rule applies.

### **MANAGING INJURIES OR ILLNESS**

Should a child be injured or fall ill during a parish ministry activity first aid should be rendered and parents contacted immediately. An ambulance should be called if the injury/illness cannot be alleviated by simple first aid or parents are not available to make that decision.

Sick or injured children should be appropriately supervised until either parents or the ambulance take over their care.

The ministry leader should complete a Notification of Injury/Illness form – available from the parish office (and soon to be also located with First Aid Box in Narthex area).

In addition to ensuring workers doing child-related work hold a Positive Notice Victorian Working with Children Check, our Parish should also:

- Keep a record of the application receipt, photocopy, or card number of all workers doing child-related work in your organisation.
- Carefully look at workers' cards and record the number, expiry date and card type ('E' for paid employees or 'V' for volunteers).
- Securely keep all correspondence sent to the Parish about our workers.
- Ensure workers notify Working with Children within 21 days of commencing child-related work within the Parish with the Parish correct address. They must also notify Working with Children whenever their personal and contact details change within 21 days of becoming aware of the change.

### **10.5.3 PHOTOGRAPHY/VIDEO**

Our Lady of Lourdes Catholic Church Bayswater hosts a range of activities including liturgical, pastoral and formational. It is not uncommon for parents and other family members to take photographs (of their children) at celebrations. It is important to be aware that there are some people who may attend these activities to take inappropriate photographs or video footage of children.

It is essential that our Parish makes clear to all in attendance that taking a photograph can be construed as obtaining personal information and therefore should be treated as any other item of personal, confidential information. Attendees are to be encouraged to use sensitivity when taking photographs and to confirm with the parents of children other than their own that they are comfortable to have their child included in photographs taken by someone other than their own family members. A similar courtesy should also be extended to adults who may be included in the photographs.

The responsibility for this notification lies with the Parish Priest but can be delegated, for example to the coordinator of the activity such as the Sacramental Preparation Coordinator or agency coordinator.



A typical script to convey this information could be:

*We understand that you may wish to make a photographic or video record of this celebration. In so doing please exercise courtesy, sensitivity and common sense in relation to photographing children other than your own. We request that you confirm with other children's parents before including them in your personal photographs. The images that you take should only be used as your mementos of this event. Where photos contain children who are not yours, these should not be shared in any public forums such as social media.*

#### **GOOD PRACTICES INCLUDE:**

- For formal photography of a celebration for use by the parish, permission to take images of children must be sought, signed off by parents and kept on file. See Photographic & Media Consent Form in OLOL Safeguarding Appendix.pdf pp324.
- It is advisable to have one photographer who takes each child's photograph for particular ritual, for example, Confirmation. This person should hold a Working With Children's Check card and be reference checked prior to engagement.
- Provide identification for the designated photographer. This ID is to be worn for the duration of the ritual/event and then returned to the parish. See Name Label template in OLOL Safeguarding Appendix.pdf pp325.
- Affirm for adults present that photographs are to be taken only for the purpose of the event/ritual and that Privacy Laws include the protection of images as well as written documents.
- All photographs should be taken in a public setting.
- Images should be used for the intended outcomes.
- Ensure all children are appropriately dressed.
- Images should be carefully stored with consent attached or cross-referenced. Names, dates and other contextual information should also be stored.
- Images should only be passed to third parties for their use where this has been agreed as part of the consent process.
- Vulnerable children or those whose identity may require protection should not be photographed.

Refusal of consent should not in any way limit children's or young people's participation in activities.

Our Lady of Lourdes Catholic Church Bayswater needs to make clear to all in attendance, the guidelines on the use of images as there is evidence that information posted on the internet or published in a magazine/newspaper can be used to target children, to locate them and then to groom them.

#### **QUESTIONS TO CONSIDER:**

- What is the reason for this photography?
- Do you have permission to take and use images of children?
- Have you asked the child or young person how they may feel about the use of their image?

- Have you provided enough information about the image so the parent/carer can give informed consent?
- How will others interpret the image?
- Does the use of the image exploit the child or young person in any way?
- Will you put the child or young person at risk if you photograph them?
- Who will see promotional material containing the image?
- Have you considered issues of confidentiality under Child Protection and Privacy Act?

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

#### 10.5.4 USING SOCIAL MEDIA WITH CHILDREN AND YOUNG PEOPLE

'Social media' is the term commonly given to web-based tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

The underpinning principle for use of social media by church personnel is Christ-centred love for others and respect for human dignity, both on-line and off-line, in both private and professional life.

Users of parish networks have a duty of care to maintain network security and are required to adhere to policies and procedures for the professional use of electronic mail (Email) and the Internet.

This includes, but is not limited to:

- Duty of care;
- Ethical and appropriate use;
- The need to maintain privacy, confidentiality and the rights of individuals and copyright owners;
- Cost efficient use of the information services;
- Adherence to considered and appropriate records management practices;
- Appropriate use of systems, accounts and passwords;
- Compliance with the Social Networking Protocol for the Catholic Church in Australia as issued by the Australian Catholic Bishops Conference.  
<https://www.catholic.org.au/acbc-media/media-centre/social-networking-policy/file>
- Compliance with legislation not only prohibiting anti-discrimination and /or harassment but also provisions such as found in the following:
  - [Intellectual Property Laws Amendment Act 1998](#)
  - [Privacy Law](#)
  - [Electronic Transactions Amendment Act 2011](#)
  - [Copyright Act 1968](#)

## **11 WHAT TO DO IN THE CASE OF INCIDENTS/CONCERNS OF ABUSE OR HARM, DISCLOSURE AND MANAGEMENT OF HARM AND ABUSE**

Our Lady of Lourdes Catholic Church Bayswater expects that all concerns, allegations, suspicions and disclosures of abuse be taken seriously. It is critical that employees and/or volunteers know what is expected of them in these circumstances.

All reporting of allegations is highly sensitive and should be dealt with in a sensitive and confidential manner with respect for the privacy of the individual/s involved.

This procedure sets out the action that must be taken if any concern, allegation, suspicion or disclosure is made, that indicates if anyone has:

- Behaved in a way that has harmed a child or vulnerable adult, or may have harmed a child or vulnerable adult;
- Committed a criminal offence against a child or vulnerable adult or related to a child or vulnerable adult;
- Behaved towards a child or vulnerable adult in a way that indicates they are unsuitable to work with children or vulnerable adults.

**The benefit of the doubt should always be in favour of the victim or the one reporting the harm.**

The following procedure applies to: all clergy, religious, Church employees, volunteers and students on placement.

The Safeguarding Reporting Procedure summarises the reporting process – (*Refer [REPORTING ABUSE PROCEDURES FLOW CHART in OLOL Safeguarding Appendix.pdf pp256](#)*).

## 11.1 MANDATORY REPORTING

Mandatory reporting is a term used to describe the legislative requirement for selected groups of people to report suspected cases of child abuse and neglect to government authorities. Parliaments in all Australian states and territories have enacted mandatory reporting laws of some description. However, the laws are not the same across all jurisdictions. The main differences concern who has to report and what types of abuse and neglect have to be reported. There are also other differences, such as the "state of mind" that activates the reporting duty.

Here in the State of Victoria everyone has a legal obligation to report if they have a reasonable belief that a *“Child has suffered, or is likely to suffer, significant harm as a result of physical injury or sexual abuse, and the child's parents have not protected, or are unlikely to protect, the child from harm of that type”*.

If you become aware of harm or suspected harm to a child,

**YOU must immediately report it.**

Reasonable grounds to suspect harm include:

- A child or vulnerable adult discloses they have been harmed;
- Someone else (for example: another child, parent) discloses that harm has occurred or is likely to occur;
- A child or vulnerable adult discloses harm to another (it may be possible they are referring to themselves);
- Significant changes in behaviour of the person or the presence of new unexplained and suspicious injuries; or
- Harm to a person is directly witnessed.

**If you think a child is in immediate danger call Triple Zero ( 000 ), Crimestoppers on 1800-333-000, or your local police.**

**Boronia Police Station (Our Local Station):** Open 24 hours,

259 Dorset Rd, Boronia 3155, VIC

Telephone (03) 9760 6600, fax (03) 9760 6646

**You must inform the Professional Standards Unit about any suspected abuse.**

They are a unit within the Catholic Archdiocese of Melbourne who promote and handle safeguarding issues. Their office operates from Monday to Friday from 9am-5pm.

Phone: (03) 9926 5621

Email: [professional.standards@cam.org.au](mailto:professional.standards@cam.org.au)

Other reporting options are available and can be found in REPORTING ABUSE PROCEDURES FLOW CHART in OLOL Safeguarding Appendix.pdf pp256.

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.

## 11.2 IN THE EVENT OF SUSPICION OF HARM

Where there is a suspicion that a child or young person is being harmed physically, sexually or emotionally, the following checklist guides your behaviour in responding to the disclosure:

- Listen;
- Affirm;
- Don't blame – 'This is not your fault';
- Support – 'Thank you for telling me, you are very brave';
- Safety – 'I'm sorry this happened to you. I'll do everything I can to keep you safe. I will have to speak to other people in order to help';
- Document – after speaking with the person make your own notes of the conversation.  
It may be helpful to record the details using the Safeguarding Recording Form in OLOL Safeguarding Appendix.pdf pp328
- Act - report according to the Safeguarding Reporting Procedure below.

Record all details that support the suspicion (Safeguarding Recording form in OLOL Safeguarding Appendix.pdf pp328). The record should be signed and dated by the person filling in the form. The record would also normally include:

- Accurate identifying information as far as it is known. This should include the name and address of the person who has raised a concern (as well as their date of birth, and parents'/carers'/ names and addresses when the person who has raised a concern/allegation is a child);
- The name of the individual against whom the concern/allegation is being raised and any other identifying information;
- As much information as possible about the circumstances that led to the concern/allegation being raised, why is the person reporting worried about the welfare and safety of the child/children or vulnerable adult/s;
- Dates when the concern arose, or when the incident(s) occurred;
- Circumstances in which the concern arose, or the incident(s) occurred;
- Any explanation offered to account for the risk, injury or concern;
- The person's own statement using the words they used to describe the events or incident(s), if possible. Do not make assumptions about the intended meaning of words used;
- Details of any action already taken concerning the incident/concern/allegation;
- Any views expressed by the child's parent(s) or guardian(s)/carer(s) about the matter.

Do not be selective. Include detail even that which may seem irrelevant. It could prove invaluable.

At a later stage in an investigation, all records, including rough notes must be passed to the relevant authorities: Police and the Professional Standards Unit. Other investigating legal bodies may also want those records and notes.

Any copies of records retained must be kept securely and confidentially.

Discuss the matter with the Professional Standards Unit who will decide what action needs to be taken. You can contact the Parish Safeguarding Representatives for assistance in the complaints process:

Michael Anderson      0458 016 450

**It is important not to discuss the incident/concern with anyone other than those detailed in these procedures.**



### 11.3 MANAGING DISCLOSURE

In addition to the brief checklist guide above, the following points inform your approach when a child or vulnerable adult discloses harm or abuse by someone else:

- Listen carefully to and support the child or vulnerable adult and thank them for helping you to understand.
- Reassure the child or vulnerable adult it is right to tell someone about this.
- Don't be afraid of saying the 'wrong' thing.
- Give the person your full attention.
- Let them take his/her own time.
- Let the person use his or her own words.
- Accept that the person will disclose only what is comfortable and recognise their bravery/strength for talking about something that is difficult.
- Tell the person what you intend to do next.
- Maintain a calm appearance with a listening style that is compassionate and reassuring. If the information given to you shocks, disgusts or distresses you, do not allow these feelings to show. If you do, you may inadvertently dissuade the person from giving any further information. Reassure the person that you are not upset with them but with the fact that such things can happen.
- Do not make promises you can't keep.
- Do not confront the accused.
- Record all details that support your concerns.
- Always inform the Professional Standard Unit. You may also inform your Local Safeguarding Representative, Service Manager, Director or Parish Priest and decide what action is to be taken. (In the event that the accused is one of these role holders, contact the Police via 000 or Parish Safeguarding Representatives:
  - *John Kirk* 0401-407-620, or
  - *Michael Anderson* 0458-016-450)who must then report the matter to Police.
- Report as appropriate to the local police (Boronia on 03-9760-6600) or Australian Federal Police via their switchboard on 02-6131-3000.  
AFP Online Reporting Link  
[https://forms.afp.gov.au/online\\_forms/ocset\\_form](https://forms.afp.gov.au/online_forms/ocset_form)
- Do not undertake an investigation.

When there is a disclosure of an allegation of harm, only ask questions to confirm the need to report the matter to the police or Department of Communities, Child Safety and Disability Services.

When an employee, volunteer or parishioner witnesses or receives an allegation of harm and/or suspected harm, they must report it to the authorities (refer above links). Further follow-up on information may be required before an assessment of the situation and reporting requirements can be determined.

In situations where there is uncertainty, question or concern regarding the reporting of an allegation of harm, clarity should be sought from the Department of Communities, Child Safety and Disability Services or Police service. This may be done directly or through the Local Safeguarding Representatives.

Suspicion or allegations of harm that involve an offence against a child or vulnerable adult must be reported to the police. Investigation must be undertaken by the Police only!

When it is alleged that an employee or volunteer is the perpetrator of harm against the child or young person, the employee or volunteer may be stood aside from their duties until the matter is investigated and resolved. An employee stood aside should continue to receive full pay until the matter is resolved.

If the allegation is proven the employee's or volunteer's employment may be terminated. Further response to those proven guilty of abuse will be in line with Part Two Sections 27, 28 and 29 of 'Towards Healing' <https://www.catholic.org.au/professional-standards/towards-healing>.

## 11.4 DOCUMENTING THE DISCLOSURE

Notes about a disclosure must be recorded. Immediately after the disclosure discussion, make your own notes and as far as is possible record the actual words spoken. Professional Standards Unit may provide their own documentation. The person reporting may use the Safeguarding Recording Form OLOL Safeguarding Appendix.pdf pp328 and guidelines as outlined in this section. It is important to ensure that the child or vulnerable adult is informed that the documentation is occurring and its importance. The explanation should be appropriate to the age and level of understanding of the person.

- Do not be selective. Include detail that to you may seem irrelevant. It may prove invaluable at a later stage in an investigation. All records, including rough notes must be passed to the police or Government Official and Professional Standards Unit as appropriate.
- Any copies of records retained must be kept secure and confidential.
- Notification to Police.
- Notification to Professional Standards Unit.

The allegation must be reported to the Department of Communities, Child Safety and Disability Services when:

- The alleged case of harm may be caused by a family member.
- The family is not acting to protect their child from harm.
- Disclosure of harm is related to shared family care.
- Disclosure of harm is related to residential services for a child or young person.

Disclosure of harm that indicates a criminal offence has taken place (for example, sexual or physical assault) must be reported to the police.

The police will require the following details:

- The disclosure of harm;
- Name, age and address of the child or young person harmed;

- Whereabouts of the child or young person at that point in time;
- Any identifying information of the alleged perpetrator; and
- Details of the person reporting the harm.

Employees and/or volunteers who have been involved with disclosure and suspicion or allegation of harm can be debriefed and supported through the parish office. Please contact the parish office for details on how they can support you.

### **11.5 CONFIDENTIALITY**

Any issues relating to suspected or alleged harm and/or abuse to children, young people or vulnerable adults is highly sensitive and must be treated in such a way. Any reports or documentation on disclosures must be kept secure at all times. Access should be strictly limited to those involved in the matter. The matter should only be discussed with relevant supervisors, managers or staff of statutory authorities.

## **12 CHILD PROTECTION DEFINITIONS**

### **Who is a Child?**

The Children, Youth and Families Act 2005 [Act No. 96/2005] s.3 defines a child as an individual under the age of 18 years.

### **Who is a child in need of protection?**

The Children, Youth and Families Act 2005 defines a child in need of protection as one who has suffered significant harm, is suffering significant harm, or is at unacceptable risk of suffering significant harm; and does not have a parent who is able and willing to protect them from the harm.

### **Who is a vulnerable adult?**

A person aged 18 or over, who may be in need of community services due to age, illness or a mental or physical disability; or who may be unable to take care of him/herself or protect him/herself against significant harm or exploitation.

### **What is harm?**

Harm is any detrimental effect of a significant nature on a person's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by physical, psychological or emotional abuse or neglect; or sexual abuse or exploitation. Harm may be caused by a single act, omission or circumstance; series or combination of acts, omissions or circumstances.

The abuse generally involves one or more of four main forms of abuse:

- Physical abuse;
- Emotional/psychological abuse
- Neglect;
- Domestic or family violence;
- Sexual abuse.

### **Physical Abuse**

Physical abuse is any non-accidental physical injury or injuries to a child or adult such as inflicting pain of any sort. It may involve beating, shaking, poisoning, burning or scalding, drowning, suffocating, biting, grabbing hard enough to leave a mark, throwing a person, strangulation, or otherwise causing physical harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or vulnerable adult.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

### **Emotional/psychological abuse**

Emotional abuse is the persistent emotional ill-treatment of a person causing severe and

persistent adverse effects on the person's emotional development. It may involve constant criticism, belittling, teasing, constant yelling, withholding praise and affection, exposure of a person to domestic and family violence, conveying that the person is worthless or unloved, inadequate or valued only insofar as s/he meets the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the person's developmental capability, as well as overprotection and limitation of reasonable exploration and learning, or preventing the child or vulnerable adult from participating in normal social interaction. It may involve causing a person to feel frightened, in danger or exploitation or corruption of the person.

Some level of emotional abuse is involved in all types of ill-treatment of a child or vulnerable adult, though it may occur alone.

### **Neglect**

Neglect is failure to provide the necessary care, aid or guidance to dependent children or adults by those responsible for their care. It becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to provide a person's basic necessities of life such that his/her health and development are affected. Basic needs include: food, housing, health care, adequate clothing, personal hygiene, hygienic living conditions, timely provision of medical treatment, adequate supervision. Neglect may occur during pregnancy as a result of maternal substance abuse.

### **Domestic or family violence**

Domestic or family violence is behaviour by a person towards another person in a relevant relationship that is physically or sexually abusive, emotionally or psychologically abusive, economically abusive, threatening, and coercive or in any way controls or dominates the second person and causes that person to fear for their safety or well being or that of someone else. Exposure of a child or vulnerable adult to domestic and family violence can impact on the person's physical, development, psychological and emotional wellbeing and in this way cause harm.

### **Elder abuse**

Elder abuse is any act by a family member, or within a relationship of trust, which results in harm to an older person. It can be emotional, psychological, financial, physical or sexual abuse, and/or neglect. Elder abuse is often a form of family violence, because the person harming the older person is a family member, or is trusted like a family member by the older person.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities including prostitution, whether or not the person is aware of what is happening. The activities may involve physical contact including penetrative (for example, rape, buggery or oral sex) or non-penetrative acts (oral sex). It may include non-contact activities such as involving the person in looking at or in the production of pornographic material, watching sexual activities or encouraging the child or vulnerable adult to behave in sexually inappropriate ways.

*Children and vulnerable adults can be sexually abused by males and/or females, by adults and by young people. This includes people from all different walks of life.*

Sexual abuse is sexual assault, sexual harassment or any other conduct of a sexual nature that is inconsistent with the integrity of the relationship between Church personnel and those who are in their pastoral care.

### **Grooming**

Grooming is deliberate actions by which an offender befriends and establishes an emotional connection with a child or vulnerable adult to lower their inhibitions in order to sexually abuse the person. The relationship is usually maintained in secrecy.

### **Sexting**

Sexting refers to the act of sending sexually explicit photographs or messages electronically.

### **Self-harm**

Deliberate and voluntary physical self-injury (that is not life-threatening and is without any conscious suicidal intent,) in an attempt to cope with strong feelings such as anger, despair or self-hatred. It may be by direct means including cutting and burning but could also be by engaging in serious risk-taking behaviours such as alcohol/substance abuse, recklessly dangerous physical activities and/or unsafe promiscuity. (NB: Some cases of self-harm may be an indication of sexual abuse.)

### **Risk**

A risk is anything that can cause harm or loss to a child or vulnerable adult.

## **12.1 OTHER DEFINITIONS**

### **Children's Liturgy of the Word (CLOW)**

CLOW is ritual centred on the proclamation and breaking open of the scriptures in a manner that is accessible to children. The children do what the rest of the community is doing at this point of the Mass, usually in a location adjacent to the gathered assembly.

### **Parish Pastoral Council (PPC)**

A group of parishioners gathered by means of discernment from the community, to ensure that the local church community has every possible opportunity to carry forward the mission of Jesus.

## 13 ASSOCIATED DOCUMENTS

**National Committee for Professional Standards, [Towards Healing](#).**

Principles and procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia. January 2010.

**National Committee for Professional Standards, [Integrity in Ministry](#).**

A document of principles and standards for Catholic Clergy and Religious in Australia. June 2004 & reprinted April 2010.

**National Committee for Professional Standards, [Integrity in the Service of the Church](#).**

A resource document of principles and standards for lay workers in the Catholic Church in Australia. September 2011.

**National Catholic Safeguarding (NCSS), <https://www.cpsltd.org.au/>**

NCSS standards have been developed by the Catholic Professional Standards Ltd (CPSL), to foster a culture of safety and care for children and vulnerable adults by developing the.

## 14 LEGISLATION

- **Working with Children Act 2005 (Vic).**  
<https://www.workingwithchildren.vic.gov.au/>
- **Working with Children Regulations 2016**  
[http://www.legislation.vic.gov.au/domino/web\\_notes/ldms/publawtoday.nsf](http://www.legislation.vic.gov.au/domino/web_notes/ldms/publawtoday.nsf)
- **Child Wellbeing and Safety Act 2005 (Vic.)**  
[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/LTObject\\_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AEC2C69107CDD517CA25814D007E870B/\\$FILE/05-83aa021%20authorised.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/AEC2C69107CDD517CA25814D007E870B/$FILE/05-83aa021%20authorised.pdf)
- **The Crimes Amendment (Grooming) Act 2014**  
[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/ea/2bff28cdf/grooming\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/ea/2bff28cdf/grooming_betrayal_of_trust_factsheet_2017.pdf)
- **The Children, Youth and Families Act 2005 (Vic)**  
[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/\\$FILE/05-096a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/edfb620cf7503d1aca256da4001b08af/15A4CD9FB84C7196CA2570D00022769A/$FILE/05-096a.pdf)
- **Failure to Protect Offence 2015**  
[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/a9/431cfe3d9/failure\\_to\\_protect\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/a9/431cfe3d9/failure_to_protect_betrayal_of_trust_factsheet_2017.pdf)
- **Failure to Disclose Offence 2014**  
[https://www.justice.vic.gov.au/sites/default/files/embridge\\_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure\\_to\\_disclose\\_betrayal\\_of\\_trust\\_factsheet\\_2017.pdf](https://www.justice.vic.gov.au/sites/default/files/embridge_cache/emshare/original/public/2018/07/f0/bbce5bd2b/failure_to_disclose_betrayal_of_trust_factsheet_2017.pdf)
- **Education and Care Services National Law Act 2010**  
<https://www.education.vic.gov.au/childhood/providers/regulation/Pages/default.aspx>
- **The Privacy and Data Protection Act 2014 (Vic)**  
[http://www.legislation.vic.gov.au/domino/Web\\_Notes/LDMS/LTObject\\_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/A9442F24C1C6180FCA2582410019AB38/\\$FILE/14-60aa014%20authorised.pdf](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/A9442F24C1C6180FCA2582410019AB38/$FILE/14-60aa014%20authorised.pdf)
- **Child Employment Act 2003 (Vic.)**  
[http://www.legislation.vic.gov.au/domino/Web\\_notes/LDMS/LTObject\\_Store/LTObjSt1.nsf/d1a8d8a9bed958efca25761600042ef5/10075778ec3864bcca257761001c7284/%24FILE/03-81a012.pdf](http://www.legislation.vic.gov.au/domino/Web_notes/LDMS/LTObject_Store/LTObjSt1.nsf/d1a8d8a9bed958efca25761600042ef5/10075778ec3864bcca257761001c7284/%24FILE/03-81a012.pdf)
- **Children and Justice Legislation Amendment (Youth Justice Reform) Act 2017 (Vic.)**  
[http://www.legislation.vic.gov.au/domino/Web\\_Notes/LDMS/PubPDocs\\_Arch.nsf/5da7442d8f61e92bca256de50013d008/ca257cca00177a46ca25812900773ae7%21OpenDocument](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/PubPDocs_Arch.nsf/5da7442d8f61e92bca256de50013d008/ca257cca00177a46ca25812900773ae7%21OpenDocument)
- **Commission for Children and Young People Act 2012 (Vic.)**  
[http://www.legislation.vic.gov.au/domino/web\\_notes/ldms/pubstatbook.nsf/f932b662](http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/f932b662)



[41ecf1b7ca256e92000e23be/C1A5C9B2974C239DCA257AD80013AA39/\\$FILE/12-079abookmarked.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/C1A5C9B2974C239DCA257AD80013AA39/$FILE/12-079abookmarked.pdf)

- **Family Violence Protection Act 2008 (Vic.)**  
[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/083D69EC540CD748CA2574CD0015E27C/\\$FILE/08-52a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/083D69EC540CD748CA2574CD0015E27C/$FILE/08-52a.pdf)
- **Sex Offenders Registration Act 2004 (Vic.)**  
[http://www.legislation.vic.gov.au/domino/Web\\_Notes/LDMS/LTObject\\_Store/ltobjst9.nsf/DDE300B846EED9C7CA257616000A3571/CC847BD01653A435CA257FC500074043/\\$FILE/04-56aa052%20authorised.pdf](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst9.nsf/DDE300B846EED9C7CA257616000A3571/CC847BD01653A435CA257FC500074043/$FILE/04-56aa052%20authorised.pdf)
- **The Charter of Human Rights and Responsibilities Act 2006 (Vic.).**  
[http://www.legislation.vic.gov.au/Domino/Web\\_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/54D73763EF9DCA36CA2571B6002428B0/\\$FILE/06-043a.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/f932b66241ecf1b7ca256e92000e23be/54D73763EF9DCA36CA2571B6002428B0/$FILE/06-043a.pdf)
- **Family Law Act 1975 (Cth)**  
<https://www.legislation.gov.au/Details/C2017C00385>
- **Australian Human Rights Commission Act 1986 (Cth)\***  
<https://www.legislation.gov.au/Details/C2017C00143>

## 15 Support

**If you think a child is in immediate danger call Triple Zero ( 000 ), Crimestoppers on 1800-333-000, or your local police.**

**Boronia Police Station:** Open 24 hours

259 Dorset Rd, Boronia 3155,

Telephone (03) 9760 6600, Fax (03) 9760 6646

**Support Services website - Catholic Archdiocese of Melbourne**

<https://www.cam.org.au/Professional-Standards/Support-Services>

A listing of support services

### 15.1 Support Services (24 hour)

**Kids Helpline**

<https://kidshelpline.com.au/>

A free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.

**Lifeline**

<https://www.lifeline.org.au/>

Lifeline is a national service providing all Australians experiencing a personal crisis with access to 24 hour crisis support and suicide prevention services.

### 15.2 Counselling and Support Services

**Alannah & Madeline Foundation**

The Foundation cares for children who have experienced or witnessed serious violence, reduces the incidence of bullying, cyberbullying and other cyber risks, and advocates for the safety and wellbeing of children.

**Bravehearts**

<https://bravehearts.org.au/>

A child protection organisation, Bravehearts' national information and support line can be accessed by anyone wanting information or support relating to child sexual assault.

**Bullying. No way!**

<https://bullyingnoway.gov.au/>

A network of education representatives that work together to help schools to create learning environments where every student and school community member is safe, supported, respected and valued.

**Carly Ryan Foundation**

<http://www.carlyryanfoundation.com/>

Created to promote Internet safety, the Carly Ryan Foundation provides support to families and the community through education, counselling, engagement, promotion and advocacy.

**Headspace**

<https://www.headspace.org.au/>

A national youth mental health organisation providing early intervention mental health services to 12-25 year olds, along with assistance in promoting young peoples' wellbeing.

**ID Care**

<http://www.idcare.org/>

A national identity and cyber support service that helps individuals and organisations reduce the harm they experience from the compromise and misuse of their identity information by providing effective response and mitigation.

**PartnerSPEAK**

<https://www.partnerspeak.org.au/>

Founded by individuals who have been affected by their partner's involvement in child abuse material, PartnerSPEAK provides advocacy and support for the non-offending partner and family of a perpetrator of child sexual abuse and child exploitation material.

**Reach Out**

<http://au.reachout.com/>

An online mental health service for young people and their parents. They provide specially targeted information to help any young person who visits the service.

## 15.3 Children's Education Services

**Alannah & Madeline Foundation**

<https://www.amf.org.au/>

The Foundation runs evidence-based programs that prevent violence and advocate for children's safety and wellbeing.

**Bravehearts**

<https://bravehearts.org.au/>

Bravehearts provides personal safety education programs for children as well as tailored child protection training packages for organisations working with and providing support to young people.

**Constable Kenny**

<http://www.constablekenny.org.au/>

ACT Policing's Constable Kenny Koala program is designed to educate children between three to 12 years of age on a range of safety themes, and to encourage them to turn to police for help and advice.

**Daniel Morcombe Foundation**

<https://www.danielmorcombe.com.au/australias-biggest-lesson.html>

The Daniel Morcombe Foundation aims to educate children and young people on how to stay safe in physical and online environments and to support young survivors of crime.

**Office of the eSafety Commissioner**

<https://www.esafety.gov.au/>

eSafety is responsible for promoting online safety for all Australians and provides online safety resources for schools, parents and communities.

**ThinkUKnow**

<https://www.thinkuknow.org.au/>

ThinkUKnow is a nationally delivered crime prevention program that delivers cyber safety presentations that sensitively cover a range of topics including sexting, cyber bullying, online child exploitation, online privacy, and importantly what to do when something goes wrong.

## 16 REFERENCES:

### **Catholic Archdiocese of Melbourne**

<https://www.cam.org.au/Professional-Standards/Statements>

Archdiocese of Melbourne, Commitment Statement to Child Safety — September 2016

### **Australian Institute of Family Studies**

*“Responding to children and young people’s disclosures of abuse”*

<https://aifs.gov.au/cfca/publications/responding-children-and-young-people-s-disclosures-abu>

*Disclosure Info graphic:* <https://aifs.gov.au/cfca/sites/default/files/disclosure-infographic.pdf>

### **Australian Federal Police (AFP) – Child Protection**

<https://www.afp.gov.au/what-we-do/crime-types/child-protection>

AFP Switchboard (Phone) 02-6131-3000

### **Australian Federal Police (AFP)**

Children, as well as adults acting on behalf of children, can report abuse or illegal activity online by using the AFP [online child sex exploitation form](#)

#### **ONLINE REPORTING!**

AFP [online child sex exploitation form](#)

[https://forms.afp.gov.au/online\\_forms/ocset\\_form](https://forms.afp.gov.au/online_forms/ocset_form)

or by clicking on the “Report Abuse” button on the [ThinkUKnow](#) or [VGT](#) websites.

### **Victorian Government Health and Human Services department: Child Protection**

<https://services.dhhs.vic.gov.au/child-protection>

### **Child Wise facts sheets:**

<https://www.childwise.org.au/page/79/fact-sheets>

### **United States Conference of Catholic Bishops**

<http://www.usccb.org/issues-and-action/child-and-youth-protection/>

### **National Redress Scheme – For people who have experienced institutional child sexual abuse.**

<https://www.nationalredress.gov.au>

Phone: 1800-737-377

### **Safeguarding Children**

*Standards and guidance document for the Catholic Church in Ireland.*

<http://www.safeguarding.ie/wp-content/uploads/2011/11/Standards-and-Guidance.pdf>

### **Catholic Archdiocese of Sydney**

<https://www.sydneycatholic.org/safeguarding-and-child-protection/>

### Archdiocesan Services People and Culture – Police Checks

<https://ai.catholic.net.au/hris/Procedures/Online%20Police%20Checks%20-%20User%20Guide.pdf>

Main site: <https://ai.catholic.net.au/hris/default.aspx>

### Catholic Professional Standards Ltd (CPSL)

<https://www.cpsltd.org.au/>

### National Catholic Safeguarding Standards (NCSS) document [2019 version]

<https://www.cpsltd.org.au/media/1456/20190521-final-ncss-edition-1-web-version.pdf>

### Working With Children Check Victoria

<https://www.workingwithchildren.vic.gov.au/>

## 17 NEXT REVIEW:

**REVIEW** To be reviewed annually (this will be within 12 months of version date).

**Next review by: March, 2024.**

## 18 PREVIOUS REVIEW HISTORY:

DATE	VERSION	COMMENT
2019-07-17	0.3	New Draft for review
2019-10-11	0.4	Updated with Resource Section split to separate document.
2019-10-13	0.5	Updated broken appendix links to state <i>Refer Resource Document Section</i>
2020-11-29	0.7	Regarding reporting abuse to the Professional Standards Unit in the first instance
2022-05-30	1.1	Update resource links to OLOL Safeguarding Appendix.pdf
2023-01-18	1.2	Include CAM policy details

## 19 CONTACT NUMBERS

If you have any questions or suggestions about the Our Lady of Lourdes Catholic Church Bayswater Safeguarding Children and Vulnerable Adults Prevention and Protection Policy

You can refer to:



Our Lady Of Lourdes Church Bayswater  
25 Orange Grove, Bayswater, VIC 3153  
Phone: 03 97292622 Fax: 03 97298101  
Email: [Bayswater.Safeguarding@cam.org.au](mailto:Bayswater.Safeguarding@cam.org.au)

For general safeguarding questions please contact Professional Standards Unit,  
a Safeguarding unit within the Catholic Archdiocese of Melbourne

Their office operates from Monday to Friday from 9am-5pm.

Phone: (03) 9926 5621

Email: [professional.standards@cam.org.au](mailto:professional.standards@cam.org.au)

## 20 POLICY DETAIL ACKNOWLEDGEMENTS

The materials within this document have been adapted from a number of sources and are used here by permission. We are deeply grateful for the generosity of these colleagues at; the Catholic Archdiocese of Melbourne, the National Board for Safeguarding Children in the Catholic Church, Ireland; Safeguarding Children and the Diocese of Austin Texas; Ethics and Integrity in Ministry; The Archdiocese of Brisbane; and the Australian Federal Police.

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.



## 21 COMMUNICATIONS PLAN (TO BE NEW SEPARATE DOC)

Sample communications to be used in parish bulletins follow. Please adjust the wording to reflect specific parish circumstances.

1. The **Pope** has promulgated a new Safeguarding Children and Vulnerable Adults Policy.

The policy states:

***Children are a gift from God with an intrinsic right to dignity of life, respect and security from physical and emotional harm. They are to be treasured, nurtured and safeguarded from harm by all.***

A copy of the full policy document can be found on the notice board at the entrance of the church and on our Parish website **by searching Safeguarding Policy**. You are encouraged to read it. Our parish is implementing the policy and procedures during the coming months and training will be provided to those who are working with children and vulnerable adults.

2. As part of the parishes Safeguarding Children and Vulnerable Adults Policy we have **new Local Safeguarding** Representatives. These are John & Michael who's details are in the policy. As our Local Safeguarding Representatives for the Parish they will assist our community to develop an extended a culture of guardianship.

3. Create a bulletin insert with their photograph and name and contact number. Make opportunities to introduce this person to the community.

Create an A4 poster for display in the church and church hall with the person's photograph and appropriate contact details.

4. Once you have begun to implement the Safeguarding Children and Vulnerable Adults policy, we will insert the following paragraph into the Parish bulletin at a time when we expect large numbers to attend Mass e.g. Easter or Christmas Masses.

***Our parish has implemented the Safeguarding Children and Vulnerable Adults policy. We are committed to high standards of recruitment, screening and selection of all of our employees and volunteers and undertake intentional strategies to maintain a safe and healthy ministry environment for all.***

5. In line with the new policy we have conducted a Safeguarding Children audit during **this week** and we are pleased to let you know that... **for example**:
  - We are fully compliant with the requirements of the policy.
  - or

- We have only minor adjustments to make to ensure that we are compliant with the requirements. (Then explain what the minor adjustments are, e.g. *We will be contacting our volunteers to update our Working With Children's register.*)

This document is subject to amendment at certain times.

The current version can be found at: <http://www.ololbayswater.org.au/safeguarding> or by request from the parish office.