



Catholic Diocese of Rockhampton

'We live out the call of baptism through personal faith in Jesus witnessing together to the Good News of the Kingdom'

Implementation Procedure for the Child Protection Policy

Introduction

The *Diocese* is committed to ensuring that the *Diocese* provides a safe and caring environment for *children and young people* through its *ministries and offices*.

The Child Protection Policy and the publication "*Go Out to All the World*" sets out the underlying principles and values for fostering a safe and caring environment for all, including children and young people.

This Implementation Procedure supplements and must be read in conjunction with the Child Protection Policy. Terms which are identified in bold and italics have a specific meaning prescribed by the Child Protection Policy.

Personnel

The ***Bishop*** is the proper pastor of the Diocese and exercises authority over the people of God entrusted to his care. Therefore, the ***Bishop*** has ultimate authority in relation to the implementation of the ***Policy***.

The ***Priest Pastor*** is the proper pastor of the parish and exercises the pastoral care of the community entrusted to him under the authority of the ***Bishop***.

The ***Diocesan Child Protection Advisory Group*** (also referred to as "*the Advisory Group*") is a group of people appointed by the ***Bishop*** to coordinate the development, implementation and review of the ***Policy*** and supplementary documents, and to act in an advisory capacity to the ***Diocesan Child Protection Officer***.

The ***Diocesan Child Protection Officer*** (also referred to as "*the Officer*") is appointed by the ***Bishop*** to coordinate the implementation of the ***Policy*** throughout the ***Diocese***. *The Officer* is a member of *the Advisory Group*. *The Officer* is also responsible for record keeping at Diocesan level.

The ***Parish Child Protection Contact*** (also referred to as "*the Parish Contact*") is appointed by the ***Priest Pastor*** of the relevant Parish to implement the ***Policy*** at a parish level.

The ***Diocesan Pastoral Services Coordinator*** (also referred to as "*the DPS Coordinator*") is appointed by the ***Bishop*** to implement the ***Policy*** at the office level for each of the Diocesan Pastoral Services.

The ***Director of Professional Standards*** is appointed by the Queensland Bishops and Leaders of Religious Institutes according to the principles and procedures of '*Towards Healing*' 2003.

It is acknowledged that Catholic Education Diocese of Rockhampton (also referred to as "*DCEO*") and Centacare Catholic Diocese of Rockhampton (also referred to as "*Centacare*") have developed and implemented policies and procedures within their offices for the protection of ***children and young people***, which have been approved by the ***Bishop***. The Directors of these offices appoint Child Protection personnel for the purposes of developing and implementing these alternate policies and procedures.

Implementing the Policy

The implementation of the **Policy** and supplementary procedures by **ministries and offices** will be overseen and monitored by *the Officer*.

Every person **working for or within the Diocese with children and young people** should be made aware of the existence of the **Policy** and supplementary documents and be notified of where copies can be viewed or obtained.

1. Documentation will be distributed throughout the **Diocese** as follows:
 - (a) **the Officer** will make copies of the **Policy** and all supplementary documents available to each **Priest Pastor, Parish Contact, DPS Coordinator**, the Directors of DCEO and Centacare, and the Diocesan Administration;
 - (b) **the Parish Contact** and **the DPS Coordinator** will distribute the following documents to those **working for or within the Diocese with children and young people** in their respective **ministries and offices**:
 - (i) a copy of the **Policy**;
 - (ii) the **Code of Conduct**; and
 - (iii) the publication "**Go Out to All the World**".
2. All forms listed in the *Table of Contents* supplementing the **Policy** must be completed as required, and retained by **the Parish Contact** or **the DPS Coordinator**, and where indicated, forwarded to **the Officer**.

Periodic review of the documentation received will be undertaken by *the Officer*.

3. **The Officer** will:
 - (a) be available to assist in the development of procedures at a **ministry or office** level; and
 - (b) provide training and ongoing support in relation to the implementation of the **Policy** (including without limitation, preparing and presenting such training and support himself / herself and arranging for other persons to prepare and present training and provide support where appropriate).
4. Training will be provided in the form of:
 - (a) **Diocesan Child Protection training:** Attendance at these sessions is required for each **Parish Contact** and **DPS Coordinator**. These are also highly recommended for **Priest Pastors**, Directors of Diocesan Pastoral Services and anyone **working for or within the Diocese with children and young people**.
 - (b) **In-service:** These sessions will be provided by **the Officer** as needed to ensure that the implementation of **the Policy** complies with legislation or at the request of a **ministry or office**.
 - (c) **Government Child Protection workshops:** **The Officer** will notify each **Parish Contact** and **DPS Coordinator**, when these workshops are available. These are highly recommended for each **Parish Contact** and **DPS Coordinator** and anyone **working for or within the Diocese with children and young people**.
5. An evaluation of the **Policy** will be undertaken annually by *the Advisory Group* to determine its effectiveness and appropriateness.

Application of procedures

(including where ministry or office has developed similar procedures)

The **Diocese** has developed the **Policy** and the supplementary documents set out in the *Table of Contents* for the **Policy**.

According to the **Policy**:

- **Ministries and offices** may make policies and procedures relating to child protection, to apply at the **ministry or office** level and address **ministry or office** specific activities.
- Neither the **Diocese**, nor any **ministry or office**, may make another policy or procedure document which is inconsistent with the **Policy**, except with the express permission of the **Bishop** ("*a permitted exception*"). Any part of another policy and procedure document of the **Diocese** or any **ministry or office**, which is inconsistent with the **Policy** and is not a permitted exception, is severed from the relevant policy and procedure document and has no effect.

According to the *Code of Conduct* made under the **Policy**:

- the *Code of Conduct* applies to all **ministries and offices**, regardless of whether a **ministry or office** also has its own policy, code of conduct or procedure addressing a substantially similar purpose. To the extent of any inconsistency, the *Code of Conduct* prevails.

It is acknowledged that *Centacare* and *DCEO* have already developed and implemented policies and procedures within their offices for the protection of **children and young people** and subject to this *Implementation Procedure*, these may apply as approved by the **Bishop**. Other **ministries or offices** may develop and implement similar policies or procedures, which are approved by the **Bishop** in the future.

Where a **ministry or office** develops and implements a policy or procedure with the approval of the **Bishop**, which serves a substantially similar purpose to a document listed in the *Table of Contents* for the **Policy** under the heading '*Procedures and Forms*', the **ministry or office** may apply its own policy or procedure in place of the relevant procedure developed by the **Diocese** to supplement the **Policy**. The **ministry or office** must periodically review any such policy or procedure of its own which is applied, and in doing so must have regard to the **Policy** and the supplementary documents.

Evaluation and Review

The Advisory Group will evaluate and review the **Policy** and supplementary documents annually.

In the event of legislative change or other circumstances which demonstrate that the **Policy** and / or a supplementary document could be improved, **the Advisory Group** will review and / or revise such documents as appropriate,

The procedure for evaluation and review is as follows:

1. **The Officer** will collect and collate relevant information from each **Parish Contact** and **DPS Coordinator** to determine the effectiveness and appropriateness of the **Policy** and supplementary documents.
2. **The Officer** presents the information that has been collected and collated to **the Advisory Group** for consideration.

3. Any necessary modification will be prepared by **the Advisory Group** and presented to the **Bishop** for approval.
4. **The Officer** will request that the Directors of DCEO and Centacare confer with the Advisory Group in relation to the evaluation and review of their internal policy and procedure regarding Child Protection
5. **The Advisory Group** will confer with the directors of DCEO and Centacare in relation to the evaluation and review of their policy and procedures regarding Child Protection

Related Articles/Documents

- Diocesan Catholic Education '*Integrity in Relationships*', 2006
- Centacare *Policy and Procedures Manual (Policy No HRP002 – 'Abuse of Minors')*

For Further Information

If you would like further information about the contents of this Implementation Procedure for the Child Protection Policy or if you have any questions please contact:

The Diocesan Child Protection Officer
PO Box 611
ROCKHAMPTON QLD 4700

Ph: (07) 4931 3617
Fax: (07) 4931 3717

Last Updated

- ** Catholic Diocese of Rockhampton IMPLEMENTATION PROCEDURE FOR THE CHILD PROTECTION POLICY was last updated: April 2008