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For further enquiries please contact:

Professional Standards and Safeguarding Office, Catholic Diocese of Rockhampton: (07) 4887 3080

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Foreword

On the Feast of the Presentation of the Lord on 2 February 2015, when setting up the Pontifical Commission for the Protection of Minors, Pope Francis said: ‘Families need to know that the Church is making every effort to protect their children. They should also know that they have every right to turn to the Church with full confidence, for it is a safe and secure home.’

After considerable research, the Diocese of Rockhampton is indeed grateful to the Archdiocese of Brisbane for permission to use and adapt their Policy for the Safeguarding of Children and Vulnerable Adults. I am appreciative of the work of the Safeguarding Committee to assist with the creation and ongoing development of the following Policy for use in the Diocese of Rockhampton beginning on 1st June 2016.

I acknowledge Aboriginal people as the traditional custodians of our land and the first inhabitants of this country. I acknowledge the Torres Strait Islander people as the traditional custodians of the land and waters of the Torres Strait.

I acknowledge the Darumbal people as the traditional custodians of Rockhampton and recognise the special relationship that Aboriginal and Torres Strait Islander people have with their traditional lands and waters, as well as their unique history and diverse culture, customs and circumstances. I seek to actively engage and work collaboratively with the Aboriginal and Torres Strait Islander community, as well as those from diverse backgrounds to ensure this policy is mutually enriching for all.

Working with the Professional Standards and Safeguarding Manager for the Diocese, I look forward to every parish and Catholic entity operating within the Diocese of Rockhampton to embrace this Policy to ensure the words of the Holy Father are realised in all aspects of the Catholic life in the Diocese. Indeed, it is our mandate to ensure that our local Church, the Diocese of Rockhampton, is a safe place for children and vulnerable adults.

May our families be able to turn to the Church with full confidence and experience the Church as a safe and secure home.

Most Rev Michael McCarthy
Bishop of Rockhampton Date: 24th November 2017
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Policy Statement

Statement of Commitment

The Diocese of Rockhampton is committed to safeguarding children and vulnerable adults. This Policy reflects our Catholic belief that every human being has dignity that we recognise as coming directly from God’s creation of male and female in God’s own image and likeness.

The Policy applies to everyone who works within the Diocese of Rockhampton. That is clergy, religious, employees, students on placement, volunteers and agencies operating within the Diocese. Nothing in the Policy affects the expectations set out in Integrity in Ministry – a Document of Principles and Standards for Catholic Clergy and Religious in Australia (June 2004) and Integrity in the Service of the Church (September 2011), although this Policy has a wider remit.

Towards Healing (January 2016) is the Church’s pastoral response to those harmed by individuals with pastoral responsibility within the Church and, again, this Policy has a wider scope.

As entities of the Diocese of Rockhampton, the Diocesan Finance Office, Catholic Education Office Diocese of Rockhampton, CentacareCQ and the Diocesan Pastoral Ministries are accountable to the Bishop of Rockhampton, who is responsible for safeguarding within the Diocese. These Diocesan entities adhere to their individual policies and related procedures (see References section page 10 for links to these policies). These documents are to comply with and complement this overarching Policy to ensure that all children and vulnerable adults are safeguarded within the Diocese. Other Catholic entities including Mercy Partners, Mercy Health and Aged Care, Saint Vincent de Paul Society, the Personal Ordinariate of Our Lady of the Southern Cross, Edmund Rice Education Australia, Syro-Malabar Eparchy of St Thomas the Apostle, Melbourne and the Catholic Military Ordinariate of Australia should comply with this Policy while operating within the Diocese.

It is intended to provide a uniform standard of best practice in safeguarding children and vulnerable adults. It contains the policy statement that articulates the core principles, church documents and legislation upon which it is based. The safeguarding procedures are built around four key domains:

1) Safe recruitment and selection practices;
2) Code of ethical behaviour;
3) Safe activities and environments, and
4) Responding to concerns, allegations and disclosures.

Training, audit and regular reviews are embedded in all four domains and this includes:

- Training of key persons, staff and volunteers in the requirements of the Policy both on induction and on a regular basis thereafter;
- Regular audit, site reviews, incident management and policy review arising from the practice of the Policy including training; and
- Regular reviews of roles and responsibilities covered by the Policy.

The appendices offer practical examples of administrative materials that will support parishes in adhering to this Policy and in meeting their obligations for best practice and compliance.
What is Safeguarding
We believe, as Catholics, that our bodies are temples of the Holy Spirit (1 Corinthians 6:19) and this influences our behaviour, how we care for ourselves, how we treat others and should ensure that all people should be valued, supported and protected from harm.

In the Catholic Church this is demonstrated by the provision of carefully planned activities for children, young people and adults; supporting families under stress; caring for those hurt by abuse in the past; and ministering to and managing those who have caused harm.

It is because of these varied ministries that we need to take all reasonable steps to provide a safe environment for all which promotes and supports their wellbeing. This includes carefully selecting and appointing those who work with children, young people or vulnerable adults at risk and responding robustly when concerns arise.

Children and vulnerable adults may be in need of protection from abuse or maltreatment in their own home or in other environments including the Church itself. Wherever a child is at risk or concerns are raised about a child, all adults have a duty to act to safeguard that child and promote his/her welfare. Similarly, with vulnerable adults, Church members need to be aware of how to safeguard which, in simple terms, means taking measures to protect the health, wellbeing and human rights of individuals so that they can live free from abuse, harm and neglect.

Every person is to have his/her dignity safeguarded regardless of age, ability or status in society. The welfare of the child is paramount in all situations.

In all research and in reviews where a child has died or been seriously injured as a result of abuse, the same messages to all organisations come back time and again – namely, the importance of adults responding promptly to concerns, listening to children with respect and most importantly, communicating effectively with one another within and between organisations and agencies.

All churches and faith communities are expected to have in place arrangements which include:

- Safe recruitment procedures;
- Codes of practice;
- Safe activities and environments; and
- Procedures to respond to and report concerns.

In the same way arrangements must be in place to respond to concerns about any form of abuse or maltreatment of a vulnerable adult.

Core Principles
Given our belief that every human being has dignity, our parishes must be communities where we support and protect each other. We must take particular care of those who may be vulnerable because of age, illness or disability or who may be vulnerable because of current or past life experiences.

Children, young people and vulnerable adults have a fundamental right to be respected, nurtured and safeguarded by all.
The Diocese of Rockhampton 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 Diocesan organisations and personnel in safeguarding children and vulnerable adults;
- Uphold safe recruitment and selection practices for all Church personnel including volunteers (because the Diocese 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 safe environments; and
- Ensure that all complaints, concerns and disclosures are taken seriously and handled appropriately.

**Diocesan Mission and Values**

All people are made in the image of God and are worthy of respect. The services of workers for the Church have their origins in the Gospel and, in particular, in Jesus’ statement that he had come that all might have life, ‘life in all its fullness’ (John 10:10).

The following guiding principles reflect that belief:

1. Church workers are committed to justice and equity;
2. Church workers uphold the dignity of all people and their right to respect;
3. Church workers are committed to safe and supportive relationships;
4. Church workers reach out to those who are poor, alienated or marginalised;
5. Church workers strive for excellence in all their work; and
6. Church workers maintain appropriate professional boundaries in all contact settings.

Service, given according to these principles, is life-enriching for both the providers and recipients.

Employees and volunteers are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

**Definitions**

Those who work in the service of the Church should be clear as to the meaning of **harm** and **abuse**. For the purpose of the policy the following definitions are used:

**Harm** is defined as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing (section 9 of the Child Protection Act 1999). For harm to be significant, the detrimental effect on a child's wellbeing must be substantial or serious, more than transitory and must be demonstrable in the child's presentation, functioning or behaviour. 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.
Child abuse is action, behaviours or inaction by an adult towards a child or young person that harms or endangers the child. Child abuse can be a single incident, or can be a number of different incidents that take place over time.

Abuse is a violation of a person’s human or civil rights by another person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological; it may be an act of neglect or an omission. Different types of abuse are:

- Physical;
- Emotional/Psychological;
- Domestic or family violence
- Neglect;
- Cultural;
- Sexual; and
- Spiritual.

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 (for example taste, heat or cold).

Emotional/Psychological Abuse includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks or denial of cultural or religious needs and preferences. This may include seeing or hearing violence and aggression between others (which may be family violence see below) and bullying.

Domestic Violence is defined in s.8(1) of the Domestic and Family Violence Protection Act 2012. S.8(1), which states that domestic violence means behaviour by one person towards another person with whom there is a relevant relationship, that is physically or sexually abusive, emotionally or psychologically abusive, economically abusive, is threatening, is coercive, or in any other way seeks to control or dominate the person aggrieved and which causes that person to fear for their safety or wellbeing or that of someone else. It is usually an ongoing pattern of behaviour aimed at controlling a partner through fear. The Domestic and Family Violence Protection Act 2012, in S.8(2) of the Act refers to the following as examples of what DV includes:

- Causing personal injury to a person or threatening to do so;
- Coercing a person to engage in sexual activity or attempting to do so;
- Damaging a person’s property or threatening to do so;
- Depriving a person of the person’s liberty or threatening to do so;
- Threatening a person with the death or injury of the person, a child of the person, or someone else;
- Threatening to commit suicide or self-harm so as to torment, intimidate or frighten the person to whom the behaviour is directed;
- Causing or threatening to cause the death of, or injury to, an animal, whether or not the animal belongs to the person to whom the behaviour is directed, so as to control, dominate or coerce the person;
- Unauthorised surveillance of a person;
- Unlawfully stalking a person.

Neglect is the failure to provide the necessary care (in any area including food, clothing and shelter), aid or guidance to dependent children or adults by those responsible for their care. Neglect may be physical, emotional, educational, environmental, medical or systemic.
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 of a child occurs when an adult, stronger child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse can be physical, verbal or emotional and can include:

- Kissing or holding a child in a sexual manner;
- Exposing a sexual body part to a child;
- Having sexual relations with a child under 16 years of age;
- Talking in a sexually explicit way that is not age or developmentally appropriate;
- Making obscene phone calls or remarks to a child;
- Sending obscene messages by mobile text messages (sexting), social media or emails to a child;
- Fondling a child in a sexual manner;
- Persistently intruding on a child's privacy;
- Penetrating the child's vagina or anus by penis, finger or any other object;
- Oral sex or incest;
- Showing pornographic films, magazines or photographs to a child;
- Having a child pose or perform in a sexual manner;
- Forcing a child to watch a sexual act; and
- Involving a child in prostitution.

Sexual Abuse of a Vulnerable Adult includes sexual assaults or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting.

It is important to recognise, however, that any adult can be subject to abuse and that they do not have to be defined as ‘vulnerable’. Any adult could be subjected to abuse, including domestic, financial, physical, emotional and sexual abuse.

Within the Church context, it is important to recognise, therefore, that abuse can be perpetrated against adults who are not ‘vulnerable’.

Spiritual Abuse results from any act or omission that undermines a person’s relationship with God, the Catholic Church and/or the community. When abuse is perpetrated by an individual in a position of authority and trust within the church (clergy, members of religious institutes, Diocesan workers or volunteers), such abuse can cause a child or vulnerable adult to have lifelong loss of faith and/or feel distance from the church. Additionally, spiritual abuse can result in health problems, psychological illness, problems with accepting authority and having trusting relationships.

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

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

Self-harm is the deliberate and voluntary physical self-injury (that is not life-threatening and is without any conscious suicidal intent) 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** is anything that can cause harm or loss to a child or vulnerable adult.

**Exploitation** is taking advantage of the vulnerability of a person in order to use them or their resources for another’s profit or advantage (for example this would include financial abuse).

**Child** is someone who has not yet had his/her 18th birthday. The term young person is used to describe older children.

**Vulnerable Adult** are 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.

**Parish Priest or Pastor** is for the purposes of this policy, the proper pastor of the parish entrusted to him. He is accountable to the Bishop for pastoral and liturgical guidance and to the parish for the management of the parish’s temporal goods.

**Parish Administrator** takes the place of the parish priest and is bound by the same obligations as the parish priest, unless prescribed differently by the Bishop.

**Assistant Priest** is a collaborator in the work of administering the parish, appointed by the Bishop. He does not have the authority of a parish priest.

**Retired Priest** is considered similar to the assistant priest.

**Church Personnel** are any clergy, member of a religious institute or other persons who are employed by the Church body, or appointed by a Church body to voluntary positions who engage in any form of pastoral care.

**Church Worker** is either a paid employee or volunteer, not clergy.

**Gospel Values** are the values of love, dignity and justice as demonstrated by Jesus that 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 may harm them.

**Towards Healing** is a statement of commitment that relates only to Church personnel and defines sexual abuse as ‘Any attempt to sexualise a pastoral relationship is a breach of trust, an abuse of authority and professional misconduct. Such sexualisation may take the form not only of sexual relations, but also harassment, molestation, and any other conduct of a sexual nature that is inconsistent with the integrity of a pastoral relationship. Compliance by the other person does not necessarily imply meaningful consent. Even when the other person concerned is the one who seeks to sexualise the relationship, it is the professional responsibility of clergy or religious to guard the boundary against sexual contact’.
Associated Documents


Legislation
- **Child Protection Act 1999**
- **Domestic and Family Violence Protection Act 2012**
- **Education (General Provisions) Act 2006**
- **Guardianship and Administration Act 2000**
- **Privacy Act 1988**
- **Public Guardian Act 2014**
- **Public Health Act 2005**
- **Working with Children (Risk Management and Screening) Act 2000**

References


Saint Vincent de Paul Society Child Protection and Wellbeing Policy and St Vincent de Paul Society Screening Suitability Policy (contact St Vincent de Paul Society Queensland for a copy of these policies)


Truth, Justice and Healing Council: *Child Safe Institutions, Issues Paper 3*

Review Date
December 2018
Procedures

1.0 Scope, Roles and Responsibilities

There is clarity within the Diocese regarding roles and responsibilities. Everyone has responsibility for safeguarding and promoting the wellbeing of children and adults. The Bishop is responsible for safeguarding within the Diocese. He delegates his responsibilities through the Safeguarding Children and Vulnerable Adults Committee (‘the Committee’) and receives advice from the Consultative Panel in matters relating to the Towards Healing process.

The Committee proposed and the Bishop appointed a Diocesan Safeguarding Manager (now Diocesan Professional Standards and Safeguarding Manager). The Committee is accountable to the Bishop and advises him on policy implementation and best practice. The Diocesan Professional Standards and Safeguarding Manager reports to the Committee and is accountable to the Bishop. The Diocesan Professional Standards and Safeguarding Manager manages the safeguarding function within the Diocese. The Diocese’s pastoral response supports those who have been harmed by the Church and is overseen by the Diocesan Professional Standards and Safeguarding Manager.

At the parish level, the Parish Safeguarding Representative (PSR) is responsible for ensuring that the parish community is aware of the importance of safeguarding children and vulnerable adults, and of promoting good and safe practice. The Parish Priest and the Diocesan Professional Standards and Safeguarding Manager decide how to administer the Diocesan Policy within the parish.

The duties/responsibilities expected of personnel within the Diocese:

1.1 Bishop

As the successor of the Apostles, the Bishop exercising the ministry entrusted with its threefold responsibility of teaching, sanctifying and governing for the spiritual and pastoral welfare of the faithful of the Diocese. Through the Committee, the Bishop delegates the implementation of Church and government safeguarding policies to ensure that, in the words of Pope Francis, “people have a right to turn to the Church with full confidence, for it is a safe and secure home”.

The Bishop seeks the advice of the Committee on all safeguarding issues within the Diocese and entrusts the Committee with its mandate to ensure that all Church and government policies are implemented within the Diocese of Rockhampton.

The Bishop seeks the advice of the Consultative Panel (set up according to the guidelines of Towards Healing) when allegations of abuse have been made against church personnel.

1.2 Safeguarding Children and Vulnerable Adults Committee

This Committee oversees all aspects of safeguarding within the Diocese and advises the Bishop on these matters. The Committee directs the development of the safeguarding strategy for the Diocese that includes the Safeguarding Policy: its roll out, associated training provision, resources and compliance. The Committee, through the Diocesan Professional Standards and Safeguarding Manager, will monitor progress and report to the Bishop. It will keep abreast of legislative changes and best practice to ensure that the Diocese is a safe place for all. The Committee consists of lay people with experience of safeguarding, clergy, religious and the Directors of Catholic Education Office Diocese of Rockhampton and CentacareCQ (or
appropriate delegates). The Diocesan Professional Standards and Safeguarding Manager reports to this Committee.

1.3 Bishop’s Consultative Panel
This group is defined in *Towards Healing* and provides independent advice to the Bishop regarding the management of disclosures and allegations. Its membership of at least 5 people includes individuals with knowledge and experience of safeguarding who can act impartially. The Bishop consults the Panel when a person is charged with a criminal offence in relation to a complaint of abuse and in any decision concerning whether a person constitutes an unacceptable risk to children or vulnerable adults.

1.4 Diocesan Professional Standards and Safeguarding Manager
The Diocesan Professional Standards and Safeguarding Manager leads the implementation of the Safeguarding Children and Vulnerable Adults Policy across the Diocese and in all parishes. The Diocesan Professional Standards and Safeguarding Manager supports the Parish Safeguarding Representatives and ensures compliance with the Policy through the provision of induction and education, and in setting up and ensuring the maintenance of recording and reporting systems for parishes. The Diocesan Professional Standards and Safeguarding Manager has overall responsibility for the on-going management of safeguarding complaints and oversees the Diocesan Pastoral Response to ensure best practice and advises the Bishop accordingly. The Diocesan Professional Standards and Safeguarding Manager liaises with statutory services, legal representatives and the Director of Professional Standards (Queensland) to ensure Diocesan reporting requirements are fulfilled and that individual’s seeking support are receiving appropriate support.

1.5 Safeguarding Case Worker
The Safeguarding Case Worker supports individuals who have made a complaint against a Church employee/volunteer/priest/religious (current or former) or have been harmed by the Church through the short and medium term, to ensure that they receive appropriate pastoral support (whether the person utilises the *Towards Healing* process or other avenues). The Safeguarding Case worker liaises with statutory and non-statutory services, to ensure that the individual is properly supported. The Safeguarding Case Worker is usually the first point of contact for new complaints and operates the Diocesan Pastoral Response Line.

1.6 Diocesan Pastoral Response
The Diocesan pastoral response to those who seek support from the Diocese is person centred, strengths-based and trauma informed. Support provided to individuals seeks to formulate strategies that promote healing, build on strengths and address their needs. It incorporates a case-coordination capacity to support individuals in their healing and recovery as required by the individual.

1.7 Parish Priest
In conjunction with the Committee, the Parish Priest is responsible for the pastoral care of the community with special regard for those most vulnerable. In carrying out his duty to protect children and vulnerable adults from harm, the parish priest is responsible for ensuring the Diocesan Safeguarding policy and Safeguarding practices are understood and implemented within the Parish. Performing a supervisory and management role, the Parish Priest plays a key function in modelling expected behaviour and the training of Diocesan workers.

Parish Priests should seek to, or alternatively, are encouraged to minimise risks to children and vulnerable adults by:
- Adopting safe recruiting and selection practices;
- Supporting and encouraging a safe and secure environment;
• Adopting a proactive and child-safe response to inappropriate behaviour and allegations of 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 and in a manner that is consistent with advice from the Diocesan Professional Standards and Safeguarding Office.
• Complying with all obligations related to reporting of abuse and/or suspected abuse;
• 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.

The Parish Priest is assisted in this responsibility by a Parish Safeguarding Representative (who may be part of a parish safeguarding team).
• It is the responsibility of the parish priest/administrator to ensure that their parish has a Parish Safeguarding Representative.

1.8 Parish Safeguarding Representative

Each Parish is to have a Parish Safeguarding Representative (PSR). In parishes this role may be a voluntary role. A member of the parish pastoral council (or nominee) may take on this task.

The PSR has special responsibility for promoting good and safe practices in all activities involving children, young people and vulnerable adults within the parish. The parish safeguarding representative is the link between the parish and the Diocese and as such is in regular contact with the Diocesan Professional Standards and Safeguarding Office as required. The PSR attends training sessions and has a sound knowledge of the policies and procedures and also who to contact. The PSR is involved in the recruitment of people to roles within the parish and has the responsibility for facilitating the Blue Card procedure at parish level (dependent on local processes) and ensuring that everybody who is required to go through the procedure does so. They will give reports to the parish pastoral council and assist with the local safeguarding audits.

The Parish 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/parish members;
• Promoting safe practices including articulating for others what is appropriate and inappropriate behaviour;
• Assisting in the administration of the Diocesan Safeguarding Children and Vulnerable Adults Policy as appropriate to parish needs;
• Facilitating the Parish management of Covenant of Care agreements. This includes participation on the Parish Covenant of Care Management team responsible for the management of parishioners with Covenant of Care agreements in place.
• See full Parish Safeguarding Representative volunteer position description in the Annexes for further information (See appendix 1 for PSR task description and appendix 2 for safeguarding interview questions).

1.9 Diocesan Agencies

Each Diocesan agency is to have a Safeguarding Representative responsible for raising awareness of the importance of safeguarding children and vulnerable adults, promoting safe practices, and assisting in the administration of the Diocesan Safeguarding Children and Vulnerable Adults Policy as appropriate to the Agency needs.
• In Diocesan agencies, an employee responsible for Work Health and Safety matters could also perform this function.
1.10 Leaders of Parish Ministries
Leaders working with children and vulnerable adults play a key function in modelling expected behaviour and in 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 in 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.

1.11 Families
Families can promote and support their parish to be a safe place 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 while participating in an activity/service;
- Reporting when there is a suspicion that a child or vulnerable adult is being abused or harmed while participating in an activity/service;
- Ensuring that they supervise their children throughout mass and heed health and safety notices;
- Ensuring that the children for whom they have responsibility understand the importance of behaving in an acceptable manner at church activities;
- Ensuring that they drop off and pick up their children as arranged and are not under the influence of substances at these times; and
- Ensuring that children attending parish activities have completed registration forms.

1.12 Children and Young People
Assisted by guidance and education given by adults, children and young people themselves contribute to their environment by:

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

1.13 All Community Members
Safeguarding is everyone’s business and as such we all have a responsibility regarding our behaviour towards the most vulnerable members of our community. In addition, all members should be aware of how to raise any safeguarding concerns. Contact details of the PSR, the Diocesan Professional Standards and Safeguarding Office should be displayed in churches and all parish properties. Additionally, prominent notices in parish newsletters should contain those contact details.
1.14 Professional Standards Requirements
The Diocese of Rockhampton has developed Professional Standards and Safeguarding policies to address specific requirements to further reinforce the commitment to safeguarding children and vulnerable adults.

1.14.1 Professional Standards Declarations
The Diocese has outlined the requirement for the processing of Professional Standards Declarations (Policy PSS002) to meet the requirements as set out in Towards Healing 45.6 and 45.7.

A cleric of the Diocese of Rockhampton who wishes to minister in another Diocese, outside the province of Brisbane (Brisbane, Cairns, Toowoomba, Townsville) is required to apply for faculties of that Diocese. The cleric is to present his ACMR/Professional Standards declarations to the Bishop of that Diocese.

A cleric of the Diocese of Rockhampton who wishes to minister in a Diocese within the province of Brisbane provides his ACMR/Professional Standards declaration to the Bishop of the Diocese and informs him as a matter of courtesy that he is intending to minister in the Diocese.

If a priest or religious from outside the Diocese of Rockhampton intends ministering in a parish, Catholic school, Catholic agency, a Catholic organisation, prayer group or ministry, then they are required to contact the Professional Standards and Safeguarding Office and submit their Professional Standards Declarations before they exercise any ministry.

A priest or religious from outside the Diocese of Rockhampton cannot begin any pastoral ministry before they receive an official letter from the Bishop of Rockhampton indicating that they have the Bishop's permission.

A lay-minister or any lay-person intending on ministering in a parish, Catholic school, Catholic agency, a Catholic organisation, prayer group or ministry in a public place requires official permission from the Bishop to do so. They are required to contact the Professional Standards and Safeguarding Office and submit their Professional Standards Declarations before they exercise any ministry.

- All priest’s and religious who hold an appointment by the Bishop of Rockhampton require a current Blue Card (WWCC), or Exemption Card; with the authority held at the Bishop's Office and are required to complete annual Safeguarding training.
- Mandatory training consists of:
  ▪ Online training through the Diocesan eLearning Manager,
  ▪ Face to Face Safeguarding training,
  ▪ Safeguarding Policy awareness and compliance training.

1.14.1.1 Australian Catholic Ministry Register
The Australian Catholic Ministry Register (ACMR) was developed by the National Committee for Professional Standards (NCPS) to meet the requirements of Towards Healing 45.6 and 45.7. It is an online system allowing Catholic Church Authorities to verify that an individual coming to exercise ministry in their jurisdiction is currently in good standing.

The Diocese of Rockhampton requires that any received application to ministry (with an active ACMR) still requires verification of a valid Working With Children Check (WWCC).

1.14.2 Presbyteries
The Diocese of Rockhampton has sought to clarify the requirements of presbyteries through the development of a Presbytery Policy (PSS003). This policy outlines the Professional
Standards and Safeguarding requirements of parishes and clergy to ensure that presbyteries are managed appropriately. Specific Professional Standards requirements apply to the presbytery and are outlined at parts 1.4 and 2.2 of *Integrity in Ministry: A Document of Principles and Standards for Catholic Clergy and Religious in Australia*. June 2004.

- The Presbytery is the home of the priest and can only be used for that purpose.
- Only the Bishop can give permission to vary a presbytery’s use.

### 1.14.3 Co-Location of Buildings

Through development and growth across Diocesan entities, namely Parishes, Education and CentacareCQ, there are situations with the co-location of buildings across these entities. The co-location of buildings policy (PSS004) provides guidelines to ensure appropriate mechanisms are put in place to identify unsafe situations and minimise any risks with property sharing.

- This relates to Church, presbytery, offices and schools being located on the same site.

### 1.14.4 Responding to Allegations made against Clergy

The Diocese has developed a policy (Policy PSS05) which outlines guidelines for how the Diocese will respond when an allegation of abuse has been made against a cleric. The Diocese will ensure prompt reporting of the facts is made to statutory authorities and will comply with requests to facilitate any statutory investigation.

- Any criminal investigation into a member of clergy should enact the Temporary Removal from Ministry (Policy PSS006).

### 1.14.5 Temporary Removal from Ministry

Policy PSS006 outlines the process for the temporary removal from a ministry role, which is a serious action for the Bishop to take against a member of the clergy. Correct procedure must be followed to ensure that the decision is compliant with Canon Law and defensible. Temporary removal from a ministry role may be enacted when an allegation is made against a member of the clergy.

The bishop will consult with the Professional Standards and Safeguarding Manager, Chair of the Safeguarding Committee and Consultative Panel in circumstances where the temporary removal of ministry is being considered.

Direction and advice from the Statutory Authorities will also be sought.

- A temporary removal from ministry does not imply guilt, but dependant on the nature of the allegation may be considered as ‘best practice’. This process is outlined in the Diocesan Temporary Removal from Ministry Policy PSS006.

### 1.14.6 Support for Clergy Accused of Abuse

Providing support to clergy accused of abuse is outlined in policy PSS07, which details the process of how the Diocese will engage with and support those who have had an accusation of abuse made against them. Arrangements for Clergy accused of abuse and temporarily removal from active ministry will be made in accordance with the requirements of Canon Law and the Responding to Allegations Against Clergy Policy PSS005 and Temporary Removal from Ministry Policy PSS006.

- All allegations of a criminal nature are reported to relevant statutory authorities.
- A risk assessment will be completed to assess and mitigate risks (with the protection of children and vulnerable adults as the paramountcy principle in all decision making).
• Where necessary a covenant of care arrangement may be entered into with the accused, following the completion of a risk assessment (as per Covenant of Care Policy PSS08).

**1.14.7 Covenant of Care Policy**

A Covenant of Care arrangement should be put into place with any cleric or staff member who has been temporary removed from their role due to an allegation of abuse or criminal investigation. The Diocesan Covenant of Care Policy (PSS08) outlines the guidelines for this process.

A Covenant of Care arrangement follows the completion of a Risk Assessment, addressing factors:

- Safety of Children and Vulnerable Adults *as the paramountcy principle*.
- Safeguarding the course of justice.
- Protecting the freedom of witnesses.
- Preventing unjustified scandal.
- Maintaining the good name.

**1.14.8 Reporting Requirements**

Everyone has responsibility for safeguarding and promoting the wellbeing of children and adults. The Diocesan reporting policy (PSS009) outlines reporting requirements to ensure that all concerns, allegations, suspicions and disclosures of abuse are taken seriously.

The Bishop is the ultimate authority within the Diocese and as such, must be informed of any safeguarding concern that arises within the Diocese of Rockhampton in a timely manner. The Professional Standards and Safeguarding Office will act as the contact office for all safeguarding matters.

All Safeguarding concerns which arise within the Diocesan Catholic Education Office and CentacareCQ must be reported to the Bishop.

Where there is a DCEO or CentacareCQ staff member (or student) operating in a parish role or Parish activity, the Diocesan reporting structure is to be followed.

- There is no parallel reporting through any other Diocesan structures.
- Information share across entities is the responsibility of the Bishop or as delegated by the Bishop to Professional Standards and Safeguarding Office.

**1.14.9 Professional Standards and Safeguarding Requirements for Staff and Volunteers**

The Diocesan policy (PSS010) has sought to clarify the Professional Standards and Safeguarding Requirements appropriate to varied roles (paid and volunteer) across the Diocese. All roles working with children are required to hold a valid Blue Card (Qld WWCC).

- Church workers who hold a current Blue Card must have their card attached to their Parish/Diocesan role.
- Church workers who are Blue Card exempt (eg. registered teachers and police officers) must obtain an exemption card and have this card attached to their Parish/Diocesan role.

This is reiterated by the Queensland Government Blue Card website:

‘when providing regulated child-related services which fall outside of their professional duties, registered teachers and police officers **must** now apply for an exemption card. Examples of this include where a police officer is volunteering at a
local sporting club or community group and / or a registered teacher is working in a child care centre or private tutoring business’ (https://www.bluecard.qld.gov.au/faqs/exemption-card-faqs.html).

Safeguarding Operations
2.0 Prevention and Protection

Recruitment and selection practice is safe.

2.1 Safer Recruitment and Selection Practices
A key preventative strategy in safeguarding children and vulnerable adults is to make clear to all who attend the parish that it is a safe, protective and vigilant environment. Compliance with this strategy is monitored and checked annually by the Diocesan Professional Standards and Safeguarding Office (See Appendix 3 for example compliance audit checklist.)

It is important that all possible steps are taken to prevent people unsuitable for the role obtaining work in parishes. 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 Diocesan Human Resources procedures.

When recruiting employees or volunteers ensure safe practices by following these steps:

- Have task descriptions for each of the roles;
- Have the person complete an application and declaration form and obtain references;
- Ask the recommended interview questions;
- Ensure that the candidate is not a disqualified person;
- Ensure that the relevant safeguarding training has been completed prior to the person commencing their role with children and/or vulnerable adults;
- Present the selected person with an engagement letter;
- Complete the new employee engagement/volunteer form;
- Complete an induction process with the new person; and
- Enter the volunteer’s details into the volunteer register.

(See Appendix 4 for the Volunteer Declaration Form, Appendix 4.1 for volunteer recruitment forms, including references.)

2.2 Positive Notice to Work with Children Check (Blue Card)
Having a Blue 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.

The Working with Children (Risk Management and Screening) Regulation 2011 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 Positive Notice to Work with Children Check (Blue Card)/Criminal History Check;
- Hold a Positive Notice to Work with Children Blue Card;
- Are not required to hold a Positive Notice to Work with Children Blue Card; or
- Are having their Positive Notice to Work with Children Blue Card reassessed.

The Positive Notice to Work with Children 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 (Risk Management and Screening) Act 2000, prescribes child-
related regulated employment categories in which the Positive Notice to Work with
Children Check (Blue Card) 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 Positive Notice to Work with Children Blue 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 Positive Notice to Work with
Children Blue Card application. Appendix 5 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 positive notice (letter) and a
Positive Notice Blue Card will be issued. 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 http://www.bluecard.qld.gov.au). The work and
activities undertaken with children and young people within the Diocese 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
Positive Notice to Work with Children Blue Card. It is the responsibility of the employee and/or
volunteer to ensure that their Positive Notice Blue Card is maintained and current. As part of
the Parish Risk Management Strategy, a Positive Notice Blue Card Register is to be kept and
maintained by individual parishes and is subject to annual audit. The Diocesan Professional
Standards and Safeguarding Office will oversee unannounced audits of Blue Card Registers
and feed back to the Parish Priest, PSR and the Committee.

2.2.1 Exemptions
There are some exemptions under the Act to holding a Blue Card. These include:

- Parents volunteering their services or conducting activities through a church, club or
  association when their child/children is/are involved in the same or similar activity.
  (however, the diocese mandates that all parents obtain a positive notice blue card to
  cover events where their own children may not be in the particular group they are
  working with);
- Children under 18 years who are volunteers – except students required to work in
  regulated employment as part of their studies;
- Police officers and registered teachers – they will need to apply for an exemption
  card when providing child-related services which are outside of their professional
  duties such as volunteering within a parish. This is done by completing an exemption
  card application form if they do not have a current blue card. An authorisation to
  confirm a valid card form is required to be completed and submitted if the person
  already holds a blue card issued when volunteering at another organisation.

2.2.2 Paid employees
All paid employees (unless exempt) working with children are required to hold a Blue Card
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 Positive Notice Blue Card they are unable to work with children or young people. This is a legislative requirement.

Parishes must submit an authorisation form to confirm a valid Blue Card application (http://www.bluecard.qld.gov.au/applications/have-a-card-already.html) if they employ someone who already holds a Blue Card. This is mandatory for all employers and ensures that Blue Card Services, the government agency that administers the Blue Card system, has current employment details for all Blue Card holders and that employers/organisations will be notified by Blue Card Services of any relevant change in status of the Blue Card holder.

The Blue Card application process, administration and updating of Blue Card Registers is monitored by the Professional Standards and Safeguarding Office. The PSR will work collaboratively with the parish priest and parish secretary to ensure that those working with children within the parish have a Blue Card or Exemption card.

### 2.2.3 Volunteers
Parishes welcome and invite people to volunteer their time to support individual ministries such as activities involving children. It is the employer’s responsibility to ensure that a volunteer is appropriate for the role by following the recommended recruitment and selection processes contained within this Policy.

Consistent with legislative obligations volunteers must hold a Blue Card before they can begin working with children regardless of how often they come into contact with them.

### 2.3 Yellow Card
Presently, parish volunteers do not meet the criteria for a Yellow Card. However, any person employed or volunteering to work with CentacareCQ must make an application for criminal history screening – prescribed notice Yellow Card.

Diocesan employees and volunteers who work with CentacareCQ disability services providing services to both adults and children with a disability can use their Blue Card for both services but must apply for a Yellow Card exemption (issued by the Department of Communities). Applicants can apply for a Blue Card and Yellow Card exemption by completing a Blue Card application and request for Yellow Card Exemption Form 10-11 (https://www.communities.qld.gov.au/resources/disability/key-projects/documents/dsa-10-11-exemption-notice.pdf).
2.4 Recruitment Process

Applicant completes application form and nominates two referees after speaking with activity leader.

References obtained by PSR

Interview by activity leader and PSR

Blue Card application

Blue Card received

Attend safeguarding training and induction

Commence volunteer role

Annual safeguarding refresher training, supervision. Update of Blue Card.
3.0 Code of Ethical Behaviour

All those working on behalf of the Church are aware of the Code of Ethical Behaviour.

*Integrity in the Service of the Church* sets out principles of behaviour that act as a guide for the Diocese to produce the Code of Ethical Behaviour.

Those who serve in the Diocese of Rockhampton – employees, volunteers and students on placement shall:

- **commit to justice and equity** by exhibiting the highest Christian ethical standards and personal integrity in their professional conduct;
- **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;
- **commit to safe and supportive relationships** by not taking advantage of any pastoral or authoritative role for their own benefit and, particularly, by adhering to the requirements of the law of Queensland in relation to reporting any suspected abuse of children, young people and vulnerable adults;
- **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;
- **strive for excellence in all their work** by following the policies and procedures of the Diocese of Rockhampton, by accepting their professional responsibility for 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; and
- **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, a 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 to the Church and any form of criminal conduct (including stealing or any other form of theft or any form of assault).
4.0 Safe Activities

Parish activities are well planned and safe.

Our commitment to safety along with State and National legislation requires a 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.

4.1 Risk Assessment and Management

In assessing any activity or service provision within the Diocese it is important to consider how harm might occur, and why and when it could occur. Appendix 6 contains a risk calculator and a risk assessment sheet 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.

Risk assessments must be conducted on all activities and services that involve children, young people and vulnerable adults. These must address the physical environment and sun safety. These assessments are to be kept on file by the activity leader and reviewed at least annually or when an adverse incident occurs or the circumstances change significantly.

Parishes can minimise the risk of harm to children and young people and vulnerable adults 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; and
- Implementing appropriate risk mitigation strategies within the environment to keep participants safe for example installing glass windows into doors to give a line of sight into a particular space.

Risk assessments for some typical parish activities are provided in Appendix 6.1, as is a checklist to assist with the identification of training needs for employees and volunteers in Appendix 8. For further advice on the completion of risk assessment and risk management, contact the Diocesan Manager Employment and Safety Systems at Bishop’s House (4887 3078).

Appendix 8 provides 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 Appendix 9.

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 is provided in Appendix 10.

Parents/guardians should complete a registration/consent form for activities/groups giving basic details including contact details, special needs and medical needs. See Appendix 11 for a registration template.
4.2 Supervision – 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.

**No fewer than two adults must be present at all times during any parish sponsored program, event or ministry involving children, young people and vulnerable adults.**

Matters that should be considered are as follows:

- It is best that these two adults not be related
- Why have this rule?
  - It drastically reduces the risk of an incident of abuse (potential abuser may lose interest if they are constantly in sight of another adult);
  - It protects the adults against false allegations;
  - It reduces the possibility of a claim of negligence;
  - Parents and adults are more likely to volunteer to lead if they know they will have help on a regular basis;
  - It provides help if there is an accident or emergency;
  - It sends a clear statement that children/youth are important and valued.
- What to 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;
  - Speak to the parish priest/PSR/diocesan professional standards and safeguarding manager to ascertain if there is a safe solution.

Although the Two Adult Rule is mandatory, all supervision of children should ensure safety and, therefore, groups of younger children require more adults. Guidelines from education state the following:

As a guide, teachers should work on a ratio of at least one adult to five prep students and at least one adult to ten students (for Years 1, 2 and 3) and be maintained, that is for a group of 30 children aged eight years old, a minimum of three adults would be required.

4.3 Behavioural Expectations

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. Additionally, the registration form completed by the parent should include behavioural expectations.

Should the child’s or young person’s behaviour disrupt the activity or endanger the safety of the individual or others, the Church worker will advise the individual to stop and encourage pro-social behaviours. Any intervention is required to be non-aggressive, non-humiliating and non-punitive.

4.4 Physical Contact

Physical contact with children and young people may be required in some circumstances. These may include: management of an injury and to assist with toileting in exceptional circumstances. 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. Any physical contact should be developmentally appropriate. 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 child is expected to be in a manner appropriate for the ministry activity and in a manner that ensures the safety of all involved.

4.5  **Transport of Children and Young People**

Clergy, religious, employees, students on placement and volunteers should not transport children in their vehicles. There may, however, be an exceptional circumstance and when this happens specific permission must be obtained from the relevant parent/guardian. In this event, the *Two Adult Rule* applies.

4.6  **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. It is highly unlikely that a child would attend a church activity without a parent/guardian. If the child requires direct supervision or assistance, a parent should be sent for to attend to their child. If a parent is not present then, in the exceptional case that assistance is required, the supervising adults should ensure that the privacy and dignity of the child is maintained. The *Two Adult Rule* applies. Consideration should be given to the gender of the supervising adults.

4.7  **Managing Injuries or Illness**

Should a child be injured, 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 if the parents are not available to make that decision. The activity leader should have access to the completed registration/consent form that gives contact details and the authority to administer first aid. Sick or injured children should be appropriately supervised until either the parent/guardian or the ambulance service takes over their care.

The activity leader should complete a Diocesan Notification of Injury/Illness form. See Appendix 12 for a copy of the form.

Should a child/young person require medication during an activity, this must be safely stored.

4.8  **Photography/Video**

Parishes host a range of activities including liturgical, pastoral and formational activities. 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 who may take inappropriate photographs or video footage of children.

It is essential that the 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 activity leader. A suggested script is found in Appendix 13.

4.8.1  **Good practice includes the following:**

- 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 appendix 14 for photographic and media consent form;

- The advisability of having one photographer who takes each child’s photograph for a particular ritual for example confirmation;
• Provide identification for the designated photographer. This identification is to be worn for the duration of the ritual/event and then returned to the parish. Affirm for adults present that photographs are to be taken only for the purpose of the ritual/event 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;
• Should photographs of children be displayed, the names of the children will not be included;
• Refusal of consent should not in any way limit children's participation in activities;
• Parents and other members of the parish need to be made aware of why the parish is taking these measures that is that the parish 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 as part of a grooming process and to make child exploitation images.

4.8.2 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 Act and Privacy Act?

4.9 Using Social Media with Children and Young People
‘Social media’ is the term 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 online and offline, in both private and professional life.

A clear distinction should be made between personal and professional communication in the social networking environment. This is especially important for those working with vulnerable groups.
Any person planning to open a website related to the Church should seek permission from the Bishop, Professional Standards and Safeguarding Manager or Diocesan Communications Officer and complete a declaration as set out in the Australian Catholic Bishops’ Conference Social Networking Policy, have third party monitoring and adhere to the teachings of the Church. See Appendix 15 for a copy of this Social Networking Policy.

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

This includes, but is not limited to:
- 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 record management practices;
- Appropriate use of systems, accounts and passwords;
- Compliance with the Social Networking Policy for the Catholic Church in Australia (May 2015) issued by the Australian Catholic Bishops’ Conference; and
- Compliance with legislation not only prohibiting anti-discrimination and/or harassment but also provisions such as outlined in the following:
  - Copyright Act 1968;
  - Electronic Transactions Act 1999;
  - Intellectual Property Laws Amendment (Raising the Bar) Act 2012; and
  - Privacy Act 1988.

4.10 Smoking, Alcohol Consumption and the Use of Medications and Drugs
Those running activities for children and young people should not use, provide or permit the use of alcohol, tobacco or illicit drugs during these times. Where it is reasonably suspected that a worker/volunteer has attended under the influence of alcohol or other drugs (including medication) which may impair their judgement or impact on their performance, or is consuming alcohol or using drugs during a Church activity, this must be reported to the group leader who will act to make the situation safe in the first instance and then address the issue. This will include completing a safeguarding recording form and informing the PSR and Parish Priest who will follow the process of reporting. Similarly, where it is reasonably suspected that a child has attended an activity under the influence of drugs or alcohol, or it is reasonably suspected that a child is using drugs or alcohol during a Church activity, the child needs to be managed to ensure their safety and the safety of everyone in attendance, and consideration should be given to reporting the incident to the Department of Child Safety.

If a worker requires medication, this should be safely secured and not accessible by children and young people.

4.11 Management of Offenders and Those Accused of Abuse
The Church recognises that offenders and those accused of abuse may wish to attend public Mass and will facilitate this if it can be managed in a safe way so as not to pose an unacceptable risk. To ensure safety, the individual will enter into a Covenant of Care, as set out in Diocesan Covenant of Care policy (PSS008), which sets out the responsibilities of the parish and the individual. This will be instigated and overseen by the Diocesan Professional Standards and Safeguarding Office, assisted by the PSR and the Parish Priest. These Covenants of Care will be monitored and reviewed at least every six months by the Diocesan Professional Standards and Safeguarding Office and may involve the input of the statutory services. A copy of the Covenant of Care will be stored securely within the Bishop’s Office.
The Diocesan Professional Standards and Safeguarding Manager will brief the Bishop on a regular basis of these situations so that the Bishop is apprised of the situation if there is a breach of the Covenant of Care. The Bishop will then consider the issue and, taking the advice of the Consultative Panel, act to ensure that the situation is safely managed.

5.0 Dealing with Incidents, Disclosures, Allegations and Concerns

All incidents, disclosures and concerns are dealt with appropriately and consistent with legislation.

The Diocese of Rockhampton requires that all concerns, allegations, suspicions and disclosures of abuse are taken seriously. It is critical that everyone knows what is expected of them in these circumstances. The Diocese will ensure that all who work with children and vulnerable adults will complete an induction program that includes awareness of harm and abuse, safe behaviours (code of conduct) and reporting requirements within this Policy. This training will be refreshed annually. Mandatory safeguarding training will be audited.

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

Abuse can occur anywhere and thus all Church workers should be aware of their responsibilities whether the abuse is within or outside of the Church.

Legislation deals with both child protection, under the Child Protection Act, and abuse of vulnerable adults under the Criminal Code.

The safety of the child/vulnerable adult is paramount and this determines our actions.

In Queensland, Child Safety Services is the Queensland Government’s agency for child protection and administers the Child Protection Act (1999). The Office of the Public Guardian is an independent body, working to protect the rights and interests of adults who have an impaired capacity to make their own decisions. This includes investigating allegations of abuse, neglect or exploitation of adults with impaired capacity under the Guardianship and Administration Act (2001) alongside the Queensland Police Service. There is no specific agency to investigate similar concerns in adults who are vulnerable for reasons other than impaired capacity for example physical disability, and thus the Queensland Police Service should be contacted.

5.1 Overview of Process

5.1.1 Child

1) Where a child is at risk of imminent harm or the child has been subject to a criminal offence then the Queensland Police Service should be contacted immediately as this is an emergency situation. In a less urgent situation, the activity leader should be informed and then Child Safety Services. The worker should then advise the PSR, Parish Priest and the Diocesan Professional Standards and Safeguarding Manager.

2) Queensland has legislation that requires certain professions to make mandatory reports of suspected child abuse. Within parishes, the Diocese does not employ any of those professions.

Any registered teachers, police officers, early childhood education and care professionals, registered nurses and doctors volunteering who are not engaged in their professional capacity whilst volunteering, do not have mandatory reporting responsibilities.
3) Child protection is everybody’s responsibility and every person should report to Child Safety Services if that person forms a reasonable suspicion that a child (including an unborn child) has suffered, is suffering, or is at an unacceptable risk of suffering significant harm and does not have a parent able and willing to protect the child from the harm.

4) In situations where the worker is unsure as to whether the threshold for harm has been met and for advice, the worker should contact the PSR and the Diocesan Professional Standards and Safeguarding Manager who will advise on the best course of action (email: pssomanager@rok.catholic.net.au or phone: 07 4887 3080).

5) The Diocesan Professional Standards and Safeguarding Manager will act as the contact officer for all safeguarding matters.

6) Where the harm/abuse relates to a Church employee/volunteer/priest/religious (current or former) who at any time (including prior to their appointment as an employee/volunteer/priest/religious) has:
   - behaved in a way that has harmed a child or may have harmed a child;
   - committed a criminal offence against a child or related to a child; or
   - behaved towards a child in a way that indicates s/he is unsuitable to work with children,

the worker should act to protect the child immediately which may include contacting the police if there is an imminent risk to a child or a criminal offence has been committed, or making a report to Child Safety Services (as per No 1 above). The PSR, Parish Priest and the Diocesan Professional Standards and Safeguarding Office should be contacted immediately and the Parish Priest or Diocesan Professional Standards and Safeguarding Manager will make a report to the Bishop. The Bishop will convene his Consultative Panel to advise him on further management and advise the Queensland Professional Standards Office.

In the circumstance where the Parish Priest is the alleged perpetrator, the PSR does not contact the priest but reports the matter straight to the Diocesan Professional Standards and Safeguarding Manager or the Bishop.

When it is alleged that a priest, religious, employee or volunteer, is or has at any time been the perpetrator of harm against a child, the individual may be stood aside from their duties until the matter is investigated and resolved, dependent on the nature of the allegation and risk assessment. (An employee stood aside should continue to receive full pay until the matter is resolved. The Diocesan Employment and Safety Officer is to be advised in these circumstances.)

If the allegation is proven the employee’s employment or volunteer’s engagement 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.

5.1.2 Vulnerable adult
1. Where a vulnerable adult is at risk of imminent harm or has been subject to a criminal offence then the Queensland Police Service should be contacted immediately as this is an emergency situation. In a less urgent situation, the activity leader should be informed and then the Office of the Public Guardian if the adult is thought to have impaired capacity. This decision often requires a discussion with the PSR, Parish Priest and the Diocesan Professional Standards and Safeguarding Manager.

2. Advice may be sought from the Office of the Public Guardian and/or Queensland Police Service.

3. The Diocesan Professional Standards and Safeguarding Manager will act as the contact officer for all safeguarding matters.
4. Where the harm/abuse relates to a Church employee/volunteer/priest/religious (current or former) then point 6 (above) should be followed as above that is the worker should act to protect the vulnerable adult immediately which may include contacting the police if there is an imminent risk or a criminal offence has been committed. The PSR, Parish Priest and the Diocesan Professional Standards and Safeguarding Office should be contacted immediately and the Parish Priest or Diocesan Professional Standards and Safeguarding Manager will make a report to the Bishop. The Bishop will convene his Consultative Panel to advise him on further management and advise the Queensland Professional Standards Office.

- In the circumstance where the Parish Priest is the alleged perpetrator, the PSR does not contact the priest but reports the matter straight to the Diocesan Professional Standards and Safeguarding Manager or the Bishop.

5.2 Definition of Harm

Within Queensland child protection legislation, harm is defined as ‘any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.’ Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation (Section 9 of the Child Protection Act 1999).

When forming a ‘reasonable suspicion about harm to a child’ consideration should be given to:

- Whether there are detrimental effects on the child’s body, psychological state or emotional state, that are evident to the person, or that the person considers are likely to become evident in the future and
- In relation to any detrimental effects mentioned above, their nature and severity, and the likelihood that they will continue, and the child’s age (section 13c of the Child Protection Act 1999).

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.

5.3 In the Event of Suspicions of Harm

Where there is a suspicion that a child, young person or vulnerable adult is being harmed physically, sexually or emotionally, the following checklist guides 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’.

In addition to the brief checklist above, the following points inform the 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 their 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 that you are making a note of what they are saying;
• 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 cannot keep.
• Do not offer confidentiality.
• Do not confront the accused.
• Record all details that support your concerns.
• Inform the PSR, Parish Priest and Diocesan Professional Standards and Safeguarding Manager (email: pssomanager @rok.catholic.net.au or phone: 4887 3080). (In the event that the accused is one of these role holders, contact the Queensland Office of Professional Standards phone (07) 3336 9474.)
• Report as appropriate to the police and/or Department of Communities, Child Safety and Disability Services https://www.communities.qld.gov.au/childsafety/reporting-child-abuse
• Do not undertake an investigation.
• If a parent tells you that a child has been abused but the person responsible no longer has contact with the child, you should still contact the Child Safety Services to help protect other children. You could also provide information to the parent about where they can get help and advice.

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.

• Document – after speaking with the person make notes of the conversation. Ensure that the disclosure is recorded as fully as possible on the Safeguarding Recording Form (Appendix 16).
• Act - report according to the Safeguarding Reporting Procedure below.

The record should be signed and dated by the person filling in the form. The record should 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 including why the person reporting is concerned 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; and
• 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 to be highly relevant. At a later stage in an investigation, all records, including rough notes must be passed to the Diocesan Professional Standards and Safeguarding Manager and Queensland Police Service/Child Safety Services.

Once the matter is shared with Diocesan staff, they will lead the management of the case and liaise with the parish on a ‘need to know’ basis that is, that the person in the parish who raised the concern may not be informed of the processes following the disclosure.

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

5.4 Making a Report
It is important to note how the report was made, by whom and at what time and date. These notes should be signed and dated as they may be required by the statutory authorities.

5.4.1 To Child Safety Services
• After hours and on weekends - contact the Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day, seven days a week.

If not sure who to call or for assistance to locate the nearest Child Safety Service Centre, contact Child Safety Services’ Enquiries Unit on 1800 811 810. Child Safety Service Centres have professionally trained child protection staff members who are skilled in dealing with information about harm or risk of harm to children. In addition, advice may be sought from the Professional Standards and Safeguarding Manager.

5.4.2 To the Public Guardian
Call on 1300 653 187 or send an email to adult@publicguardian.qld.gov.au. Concerns should also be raised with any agencies involved with the adult’s care so that they can also take appropriate action.

If the vulnerable adult does not have impaired capacity or if there is another more appropriate body to investigate the allegation, the Office of the Public Guardian will not investigate but make referrals to other agencies.

5.4.3 To the Queensland Police Service
This should be done if a child is at imminent risk or a criminal offence has been committed. Use Triple Zero 000 in an emergency situation or when a crime is happening. Alternatively,
telephone the local police station or police link number on 131 444 which can be used to report non-urgent incidents.

See Appendix 17 for useful contact numbers for reporting.

5.5 Protection from Civil Liability
 Sections 13D and 197A of the Child Protection Act 1999 provides for protection from civil liability for persons who, acting honestly and reasonably, notify or give information about suspected harm to a child.

Similarly, those making reports to the Public Guardian regarding a person with impaired capacity, as long as the information is in relation to an adult with impaired capacity, the person providing the relevant information is not liable civilly, criminally or under an administrative process for giving information honestly under Section 24(3) of the Public Guardian Act 2014.

5.6 Confidentiality
 It is important that confidentiality is maintained and information is shared on a ‘need to know’ and not a ‘nice to know’ basis. Any copies of records retained must be kept securely and confidentially.

All media enquiries should be directed to the Diocesan Professional Standards and Safeguarding Office.

5.7 Review of Handling of Issues and Breaching Procedures
 The Diocese of Rockhampton is committed to safeguarding children and vulnerable adults and, therefore, after each safeguarding incident, the Diocesan Professional Standards and Safeguarding Manager will review the process and make comments to the Committee to ensure that best practice is followed. Where breaches of procedure are identified this will be managed through the line management structures and dependent on the nature of the breach may amount to a disciplinary process.
REPORTING PROCESS

Significant harm suspected/disclosed/alleged

Immediate risk of harm or criminal offence

Call police and then

YES

Inform PSR/Parish Priest/Professional Standards and Safeguarding Office

Inform Bishop

Inform Queensland Professional Standards Office

YES

Involve Clergy

Convene Consultative Panel

NO
Appendix 1: Position Description – Parish Safeguarding Representative (PSR)

Position Number  ESS. PD075
Position Title  Parish Safeguarding Representative
Location  Parish of ……
Position Type  Volunteer
Accountability of Position  Parish Priest  Parish
Reporting of Position  Parish Priest  Parish & Diocesan Professional Standards and Safeguarding Manager

Diocesan Vision Statement
As a community of believers we live out the call of Baptism through personal faith in Jesus, witnessing together the Good News of the Kingdom.

Diocesan Mission and Values:
All people are made in the image of God and are worthy of respect. The services of workers for the Church have their origins in the Gospel and in particular in Jesus’ statement that he had come that all might have life, “life in all its fullness” (John 10:10)

The following guiding principles reflect that belief.
   i.) Church workers are committed to justice and equity;
   ii.) Church workers uphold the dignity of all people and their right to respect;
   iii.) Church workers are committed to safe and supportive relationships;
   iv.) Church workers reach out to those who are poor, alienated or marginalized;
   v.) Church workers strive for excellence in all their work.
   vi.) Church workers maintain appropriate professional boundaries in all contact settings.

Service, given according to these principles, is life-enriching for both the providers and recipients.
Employees are expected to reflect on and uphold the Christian ethos and values in all relationships and actions.

Purpose:
This role ensures that the parish is aware of the importance of safeguarding children and vulnerable adults and promotes safe practice in parish activities, including what is appropriate and inappropriate behaviour. With the Parish Priest, they will assist the administration of the Diocesan Safeguarding Children and Vulnerable Adults Policy.
Responsibilities:

➢ Ensure the maintenance of the parish’s register of volunteers, including volunteer training register
➢ Ensure the maintenance of the parish Blue Card register
➢ Facilitate the knowledge and implementation of the Diocesan Safeguarding Children and Vulnerable Adults Policy with the parish priest, coordinators and leaders of all parish activities
➢ Facilitate the training for parish volunteers about the Diocesan Safeguarding Children and Vulnerable Adults Policy
➢ Ensure the Parish Pastoral Council understands the Diocesan Safeguarding Children and Vulnerable Adults Policy and is aware of its administration in the parish
➢ Communicate with the wider parish regarding safeguarding concerns
➢ Report alleged safeguarding boundary violations to the Parish Priest and the Diocesan Professional Standards and Safeguarding Office

Reporting Relations

The position is accountable to the Parish Priest.
The position reports to the Parish Team and the Diocesan Professional Standards and Safeguarding Manager.

Additional Factors

The appointee will be required to:

• Comply with all current and potential Policy and Codes of Conduct relevant to Diocese of Rockhampton volunteers.
• Observe all legal and safety obligations of the parish and the Diocese of Rockhampton.
• Observe Confidentiality. As an employee of the Catholic Diocese of Rockhampton you must not at any time during or subsequent to your period of employment, disclose any information concerning the business affairs, or property of the Catholic Diocese of Rockhampton to any third party unless pre-approved by the Bishop or required by law.
• Possess or have a willingness to undertake a Queensland Working with Children (Blue Card) Check and AFP National Police Check or willingness to undertake prior to commencing employment
• Obtain the relevant security clearances e.g. blue card, as part of the Qld Commission for Children, Young People and Child Guardian (CCYPCG) Screening Process
Desirable Attributes or Selection Criteria

1. Capacity to work enthusiastically within the Ethos, Philosophy and Structures of the Catholic Church.
2. Demonstrated management abilities including verbal and written communication, administration and facilitation.
3. Demonstrated ability to work with others in Teams.
4. Knowledge of, or capacity to quickly gain the knowledge of, the Diocesan Safeguarding Children and Vulnerable Adults Policy.

Approval / Authority

Parish Priest ..........................  Date .........................
Appendix 2: Selection Process Notes for Use by the Parish Safeguarding Representative

Examples of safeguarding questions

The formal interview is an opportunity to discuss and assess the applicant’s values motivations, abilities, experience and suitability. Examples of safeguarding questions you could ask:

- Tell us about any experiences that have been difficult for you when working with children, young people or vulnerable adults. How did you handle the experience?
- Tell us how you respond to aggression or people who are especially challenging?
- Tell us how you go about advising a [young] person regarding sexual matters?
- How would you respond to a young person or vulnerable adult who tells you that s/he is being abused?
- What would you do if a young person or vulnerable adult started sending you text messages unrelated to your work?


Additional questions suggested by Blue Card Services in their Working with Children kit:

- This Parish/Agency is committed to ensuring that the behaviour of all employees towards children, young people and vulnerable adults is appropriate. Can you explain what you see as appropriate and inappropriate practices (in this particular area)?
- You mentioned you are committed to child and youth friendly practices. How would you ensure these practices are carried out? For example, tell us how you would ensure the privacy of a child, young person or vulnerable adult in changing rooms?
- We noticed you weren’t working in the industry between these two periods. Can you tell us what you were doing at that time? Can you supply a reference from the employer you were working with before you left?
- Think of an experience you have had with a child, young person or vulnerable adult where you felt particularly close to, or proud of, the person. Tell us why you felt that way. Do you think it affected your behaviour towards them?
HIGH RISK INDICATORS FOR APPLICATIONS – CHECKLIST

- Application has gaps in dates for employment, education or residence.
- Application includes conflicting or incorrect information.
- Application has omitted or incomplete information.
- The applicant has an unstable work history.
- The applicant provides vague reasons for leaving previous jobs.
- The applicant is unwilling to use former supervisors as references.
- The applicant is overeducated or overqualified for this or other positions with children, young people or vulnerable adults.
- The applicant is moving to a lesser-paying job.
- The application shows a pattern of work and volunteer positions with the same type of children/youth/vulnerable adults.
- The work pattern shows themes of problems with authority.
- The applicant found out about a position through dropping in on the program.
- The applicant describes children/youth/vulnerable adults as helpless, vulnerable or perfect.
### Appendix 3: Compliance Audit Checklist

<table>
<thead>
<tr>
<th>To be audited annually</th>
<th>Yes</th>
<th>No</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Safe Recruitment and Selection Practices:</strong></td>
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<tr>
<td>A Parish Safeguarding Representative has been appointed and introduced to the Parish/Agency.</td>
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<tr>
<td>All elements of the safe recruitment and selection checklist have been considered and applied to recruitment processes and records kept on file.</td>
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<td>Task descriptions for employee/volunteer roles involving children and vulnerable adults have been developed, implemented and recorded on file.</td>
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<tr>
<td>Application forms for new staff and volunteers have been used and kept on file.</td>
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<td>References for the applicant/s have been checked.</td>
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<tr>
<td>Declaration Forms have been completed by all new volunteers and employees and kept on record.</td>
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<tr>
<td>Suggested interview questions have been incorporated into the recruitment process for all employees and volunteers.</td>
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<tr>
<td>Each volunteer and employee has completed the Volunteer Form/New Employees Details Form recording the appropriate personal details and kept on file.</td>
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<tr>
<td>Each volunteer and employee has undertaken the induction process pertinent to their role and a record noted on their file.</td>
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<tr>
<td>Employees and volunteers have been trained in relevant policies including Safeguarding, Volunteer, Privacy and WHS policies.</td>
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<tr>
<td>Each volunteer is noted on our Volunteer Register database with all fields completed.</td>
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<tr>
<td>Employees and volunteers have a Positive Notice to Work with Children Check (Blue Card) or Criminal History/Police Check and the appropriate procedures in relation to starting work have been followed.</td>
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<tr>
<td>Annual checking of Blue Card compliance is diary noted for action.</td>
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<tr>
<td>Code of Ethical Behaviour:</td>
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<tr>
<td>Each employee and volunteer has received a copy of the Diocesan Handbook (Volunteer or Employee) containing the Code of Conduct and has signed a copy indicating their understanding. This copy is kept on file.</td>
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<tr>
<td>Each employee and volunteer is aware of and implements the Diocesan Code of Conduct.</td>
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<tr>
<td>Safe Activities:</td>
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<tr>
<td>Risk assessment strategies are implemented and followed through (See Appendices 7 and 7.1)</td>
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<tr>
<td>Employees and volunteers know and understand the Safeguarding Recording Form (Appendix 16) and the Reporting Procedure.</td>
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</tbody>
</table>

This audit completed by:  
NAME: ___________________________ DATE: ________________

Signature: ___________________________
Appendix 4: Volunteer Declaration

To be completed prior to commencement in role.

By signing this statement I agree that:

1. I have read this booklet and understand the content, in particular the Code of Conduct;
2. I will uphold the missions and values of the Catholic Church and will follow the guidelines and procedures set out in the Volunteer Handbook and in the applicable supplementary policies of the Catholic Diocese of Rockhampton;
3. I will demonstrate in my work for the Church a commitment to the Five Principles of Integrity in the Service in the Church;
4. I understand that any failure to comply with the Code of Conduct will be treated seriously and may result in the suspension, withdrawal or termination of any agreement, consent or approval of the Diocese relating to my work for or within the Catholic Diocese of Rockhampton (including without limitation, the termination of my employment or services);
5. I understand that any breach or alleged breach of the Code of Conduct or any applicable supplementary document made under those documents listed above, which does or is reasonably likely to constitute an offence, will be referred to the Queensland Police Service.

My signature also verifies my replies to the Safeguarding Questions

6. Do you have any prosecutions pending or have you ever been the subject of an enquiry in relation to a criminal offence - excluding traffic matters? (Please tick)
   □ Yes       □ No
   If yes, please state below the nature and date/s of the offence/s
   Date of offence: ____________________________________________
   Nature of offence: __________________________________________

7. Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adult? (Please tick)
☐ Yes  ☐ No

If yes, please give details including date/s below:________________________________________

________________________________________

_[Please note: in accordance with the Diocesan Policy on safeguarding children and vulnerable adults, a prosecution or disciplinary procedure against you (as in point 6 or 7), may make you ineligible to continue with your application.]_

**Declaration**

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my employment whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation.

I hereby declare the information I have provided is accurate.

<table>
<thead>
<tr>
<th><strong>Volunteer</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
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<td><em>(please print)</em></td>
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<tr>
<td>Previous Name(s)</td>
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<td><em>(if any)</em></td>
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<tr>
<td>Date</td>
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</tbody>
</table>
# Appendix 4.1: Personal Details and Referees

## Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>☐ Volunteer  ☐ Paid Staff Member</td>
</tr>
<tr>
<td>Given Name (s)</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone (if available)</td>
</tr>
<tr>
<td>Email Address</td>
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</tr>
</tbody>
</table>

**Do you hold a current Australian Driver's License?**

<table>
<thead>
<tr>
<th>Yes/No</th>
<th>State</th>
<th>License Number</th>
<th>Expiry Date</th>
<th>Class</th>
</tr>
</thead>
</table>

## Parish / Agency Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish/Agency Name</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

## Person to be contacted in case of emergency

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Name (s)</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Relationship to you</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Mobile</td>
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</tr>
<tr>
<td>Home Phone</td>
<td>Work Phone (if available)</td>
</tr>
</tbody>
</table>

Ref ESS 07_FA
### Referees

(Please give details of people who are able and willing to be contacted to discuss your suitability)

<table>
<thead>
<tr>
<th>Given Name(s)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Relationship to you</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone (if available)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Given Name(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Relationship to you</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Post Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Phone</td>
<td>Work Phone (if available)</td>
</tr>
</tbody>
</table>

### Blue Card Details (if applicable)

- ☐ Hold Current Blue Card *(details provided below)*
- ☐ Hold current Exemption Card *(details provided below)*
- ☐ Applying for Blue Card/Exemption Card
- ☐ Do not require Blue Card

<table>
<thead>
<tr>
<th>Registration Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Expiry Date</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 5: Who is a Disqualified Person?

A person is disqualified from applying for a Blue Card if s/he:

- has been convicted of a disqualifying offence irrespective of the penalty imposed (including a child-related sex or pornography offence, or the murder of a child); or

- is a reportable offender with current reporting obligations under the Child Protection (Offender Reporting) Act 2004; or

- is subject to an Offender Prohibition Order pursuant to the Child Protection (Offender Prohibition Order) Act 2008; or

- is subject to a disqualification order prohibiting him/her from applying for or holding a Blue Card; or

- is subject to an order pursuant to the Dangerous Prisoners (Sexual Offenders) Act 2003.

A comprehensive explanation of a disqualified person may be found at: http://www.bluecard.qld.gov.au/info-sheets.html
Appendix 6: Risk Assessment Matrix

Determining the Level of Risk: This document can be used to identify the level of risk and help to prioritise any control measures. Consider the consequences and likelihood for each of the identified hazards and use the table to obtain the risk level.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>A - Almost certain to occur in most circumstances</th>
<th>B - Likely to occur frequently</th>
<th>C - Possible and likely to occur at some time</th>
<th>D - Unlikely to occur but could happen</th>
<th>E - May occur but only in rare and Exceptional circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Insignificant</td>
<td>High (H)</td>
<td>High (H)</td>
<td>Extreme (X)</td>
<td>Moderate (M)</td>
<td>Low (L)</td>
</tr>
<tr>
<td>2 – Minor</td>
<td>Medical help needed. Treatment by medical professional/hospital outpatient, etc</td>
<td>High (H)</td>
<td>High (H)</td>
<td>High (H)</td>
<td>Low (L)</td>
</tr>
<tr>
<td>3 – Moderate</td>
<td>Significant non-permanent injury. Overnight hospitalisation (inpatient)</td>
<td>Moderate (M)</td>
<td>High (H)</td>
<td>Moderate (M)</td>
<td>Low (L)</td>
</tr>
<tr>
<td>4 – Major</td>
<td>Extensive permanent injury (eg loss of finger/s) Extended hospitalisation</td>
<td>High (H)</td>
<td>Extreme (X)</td>
<td>High (H)</td>
<td>Moderate (M)</td>
</tr>
<tr>
<td>5 – Catastrophic</td>
<td>Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)</td>
<td>Extreme (X)</td>
<td>Extreme (X)</td>
<td>Extreme (X)</td>
<td>High (H)</td>
</tr>
</tbody>
</table>

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme</td>
<td>Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.</td>
</tr>
<tr>
<td>High</td>
<td>Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe. An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.</td>
</tr>
<tr>
<td>Medium</td>
<td>Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These “lower level” controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken. Interim measures until permanent solutions can be implemented: Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)</td>
</tr>
<tr>
<td>Low</td>
<td>Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.</td>
</tr>
</tbody>
</table>

Hierarchy of Control

Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

<table>
<thead>
<tr>
<th>Hierarchy of Control</th>
<th>Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elimination</td>
<td>Eliminate the hazard.</td>
</tr>
<tr>
<td>Substitution</td>
<td>Provide an alternative that is capable of performing the same task and is safer to use.</td>
</tr>
<tr>
<td>Engineering Controls</td>
<td>Provide or construct a physical barrier or guard.</td>
</tr>
<tr>
<td>Administrative Controls</td>
<td>Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.</td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Personal equipment designed to protect the individual from the hazard.</td>
</tr>
</tbody>
</table>
## RISK ASSESSMENT SUMMARY

**Topic:** Monarto Zoo – Day programs  
**Date:** 22-9-08  
**Issue No. 1**

### Identify Hazards and subsequent Risks | Analyse Risks Evaluate Risks | Identify and evaluate existing risk controls | Further Risk Treatments

<table>
<thead>
<tr>
<th>Hazards/Issues/Risks</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk level</th>
<th>What we are doing now to manage this risk.</th>
<th>Effectiveness of our strategies</th>
<th>New risk level</th>
<th>Further action needed</th>
<th>Opportunities for improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport from school to Zoo and return</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child gets lost</td>
<td>Insig-Minor</td>
<td>C</td>
<td>L-M</td>
<td>Sufficient free supervisors. Good maps, clear instructions</td>
<td>Good</td>
<td>L-M</td>
<td>Risk Management guidelines to teacher</td>
<td></td>
</tr>
<tr>
<td>Sunburn</td>
<td>Insig-Minor</td>
<td>C</td>
<td>L-M</td>
<td>Teacher notes. Responsibility info</td>
<td>Good</td>
<td>L-M</td>
<td>Risk Assessment Summary to teacher</td>
<td></td>
</tr>
<tr>
<td>Tripping on rough surfaces</td>
<td>Insig-Minor</td>
<td>B</td>
<td>Mod-H</td>
<td>Instructions to walk on tracks. Report hazardous areas. EO to carry first aid kit on walks</td>
<td>Good</td>
<td>Mod-H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injury when using tools / equipment</td>
<td>Ins-Mod</td>
<td>C</td>
<td>L-H</td>
<td>Clear safety instructions – demo use Sufficient free supervisors Safety equipment – gloves, goggles</td>
<td>Good</td>
<td>L-H</td>
<td>Safety procedures for all practical activities</td>
<td></td>
</tr>
<tr>
<td>Slipping on wet surfaces</td>
<td>Insig-Minor</td>
<td>B</td>
<td>Mod-H</td>
<td>Instructions to walk on tracks. Report hazardous areas. EO to carry first aid kit on walks</td>
<td>Good</td>
<td>Mod-H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snake bite</td>
<td>Minor-Catastrophic</td>
<td>E</td>
<td>H</td>
<td>Instructions to walk on tracks Radio / phone contact to Visitor Centre First aid trained staff, Ambulance</td>
<td>Good</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Escape of dangerous animal</td>
<td>Minor-Catastrophic</td>
<td>E</td>
<td>H</td>
<td>Zoos Evacuation/Invacuation plan. Radio/phone contact with EO led groups</td>
<td>Good</td>
<td>H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TEACHER RESPONSIBILITY

| Child gets lost                          | Risk Management guidelines to teacher |
| Sunburn                                  | Risk Assessment Summary to teacher |
| Tripping on rough surfaces               | Safety procedures for all practical activities |
| Injury when using tools / equipment      | Safety procedures for all practical activities |
| Slipping on wet surfaces                 | Safety procedures for all practical activities |
| Snake bite                               | Safety procedures for all practical activities |
| Escape of dangerous animal               | Safety procedures for all practical activities |
# RISK ASSESSMENT SUMMARY

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date:</th>
<th>Issue No.</th>
<th>Review date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify Hazards and subsequent Risks</td>
<td>Analyse Risks</td>
<td>Evaluate Risks</td>
<td>Identify and evaluate existing risk controls</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazards/Issues/Risks</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk level</th>
<th>What we are doing now to manage this risk.</th>
<th>Effectiveness of our strategies</th>
<th>New risk level</th>
<th>Further action needed</th>
<th>Opportunities for improvement</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
# Appendix 6.1: Risk Assessment Summary

<table>
<thead>
<tr>
<th>Topic</th>
<th>Consequence</th>
<th>Likelihood</th>
<th>Risk level</th>
<th>What we are doing now to manage this risk.</th>
<th>Effectiveness of our strategies</th>
<th>New risk level</th>
<th>Further action needed Opportunities for improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recruitment and induction of CLOW leaders. Leader fails a safeguarding measure (Blue card, doesn’t use positive behaviour management approach)</strong></td>
<td>3 – Moderate</td>
<td>D</td>
<td>M</td>
<td>Ensuring the recruitment and selection for parish volunteers follows the Safeguarding Policy</td>
<td>Substantially effective</td>
<td>M</td>
<td>Continue to check Safeguarding Policy implementation</td>
</tr>
<tr>
<td><strong>Gathering children to walk to the location. Child lost Child slips/trips</strong></td>
<td>3 – Moderate</td>
<td>B</td>
<td>H</td>
<td>Children move in orderly fashion (pairs perhaps) Always have 2 adults with the group One adult leads the group and one at the rear</td>
<td>Substantially effective</td>
<td>H</td>
<td>Continue to check Safeguarding Policy implementation Maintain diligence about behaviour management Consider ways to make access to the parish locations clearer</td>
</tr>
<tr>
<td><strong>CLOW teaching session Non-compliant behaviour by child/children</strong></td>
<td>3 – Moderate</td>
<td>B</td>
<td>H</td>
<td>Establish group rules and behaviour expectations Provide engaging material and plan and deliver an engaging session Place second adult strategically to control fractious child</td>
<td>Effective</td>
<td>M</td>
<td>Check the group control and teaching / delivery skills of leaders. Provide training for leaders</td>
</tr>
<tr>
<td>Impact of CLOW physical environment</td>
<td>4 – Major</td>
<td>D</td>
<td>H</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Naked flames used in liturgies cause a fire or a burn to a child</td>
<td>Candles in glass container on stable surface No flammable items near by Never leave a flame burning without an adult nearby to supervise Ensure flame properly extinguished at the end Consider candle alternatives</td>
<td>Substantially effective</td>
<td>H Monitor carefully and keep the risk in the leaders’ minds Pursue candle alternatives</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scissors cut a child</td>
<td>Use round nosed scissors Supervise closely Teach safe scissoring techniques</td>
<td>Substantially effective</td>
<td>H Monitor scissor stock Monitor scissor usage</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair stacks falls on a child</td>
<td>Only stack chairs 4 high Have the stack face the wall</td>
<td>Substantially effective</td>
<td>H Safety monitor the chair stacks outside liturgy times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child injured by electrical equipment Child is affected by glues or paints</td>
<td>Residual current device fitted Ensure regular safety checks of cords Ensure paints are lead free Store in safe place</td>
<td>Fully effective</td>
<td>H Ensure regular safety checks are conducted and followed up</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child affected by a food allergy Safe food handling</td>
<td>Ensure parents have completed information sheets at nomination Ensure any child who has food allergies is known Follow safe food handling guides Consider if food is really necessary for a short liturgy</td>
<td>Substantially effective</td>
<td>H Ensure information about children with allergies is shared between leaders Check enrolment processes Discourage the serving of food at short liturgies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toileting - child goes alone and absconds or is lost</td>
<td>Consider sending in pairs Ask parents to ensure children are toileted before liturgy starts</td>
<td>Effective</td>
<td>H</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Appendix 7: Identification of Training Needs for Safeguarding Risk Assessments

Sample Questionnaire

<table>
<thead>
<tr>
<th>Who needs to be trained?</th>
<th>What training do they need?</th>
<th>How do we meet this need? (You may be able to join with other Church organisations or providers to reduce costs or access Diocesan training.)</th>
<th>Priority High = 4 Low = 1</th>
<th>Resources costs</th>
<th>Comments – Quality of the training? Contacts for future training? Other...</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Appendix 8: Planning Regular Activities for Children

Parish/Agency: ________________________________________________

Activity Checklist for: ___________________________ To be held: ___

<table>
<thead>
<tr>
<th>Task to be undertaken</th>
<th>Y</th>
<th>N</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Induction to activity:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make clear the expectations of activity.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make clear expectation of behaviour of children and young people.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make clear expectation of parents Contacts for emergencies are provided.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow time for questions and answers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make clear the health and safety issues, for example, health and hygiene, safe use of equipment, safeguarding children practices.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain all required permissions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect all information on individual needs of children and young people for example, allergies, medication and illnesses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Drop off and pick up:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure the set procedure of drop off and pickup of children and young people is known.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish clear parameters for early arrivals and late pickups by parents/carers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure the procedure for children making their way to and from activity independently is known and enacted.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensure that protocol for parent delay (or no show) in pickup is known by parents.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is location appropriate for activity?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is line-of sight ensured for adults working with children?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is first aid equipment available?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If transport required, has it been organised? Is it appropriate to needs?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are strategies known for accounting for all children to and from activity location?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are water, sun protection and shade available?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Equipment:**
- Have age and capabilities of children and young people considered?
- Has equipment been tested for safety and appropriateness?
- Is there sufficient equipment for the number of participants?
- Has instruction been provided to all participants for safe use of equipment?

**Supervision:**
- Has training appropriate to the activities been conducted? Are all supervisors familiar with Safeguarding Children as well as WHS policies?
- Is there an adequate ratio of supervisors to children considering numbers, age and type of activity?
- Are rights and responsibilities clear to everybody concerned?
- Is the spread of supervision appropriate to the activity and location?

**Surrounding Environment:**
- How close is the activity to roads, waterways and dangerous obstacles?
- Does everyone concerned know the location of toilets, taps and drinking fountains?
- Are there any concealed areas where children or others people may be out of sight?
- Are shade and shelter available?
- Is there a designated area for spectators so that there is no confusion in regard to who are the participants and supervisors?

**Responsibilities:**

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who is responsible for checking site before its use to verify its safety regarding the above indicators of safety?</td>
<td></td>
</tr>
<tr>
<td>Who will bring equipment and check sufficiency, safety and working order?</td>
<td></td>
</tr>
<tr>
<td>Who will set up equipment and other resources necessary for the activity?</td>
<td></td>
</tr>
<tr>
<td>Who will deliver the actual activity?</td>
<td></td>
</tr>
<tr>
<td>Who is/are the person/s designated for end of day issues - pack up equipment; wait for parents; return keys etc?</td>
<td></td>
</tr>
</tbody>
</table>

**This checklist was completed by:** _______________________

**Signature:** _______________________
**Date:** __________
**Appendix 9: Checklist for Special Events**

<table>
<thead>
<tr>
<th>Completed by:</th>
<th>Position:</th>
<th>Date:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you considered the features of the proposed event which will contribute positively to the wellbeing and development of the children and young people in your care?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list:

Comment:

<table>
<thead>
<tr>
<th>2. Have all the necessary approvals been obtained from the Parish Priest/Administrator?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Are the insurance policies adequate to cover the risks within this event?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. Have you evaluated risks that might be associated with this activity and is the risk assessment documentation on file?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>5. Has an individual or group been assigned the responsibility of over sighting the organisational and risk management elements of this event?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Has all required training and/or instruction been carried out?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Has comprehensive information to parents or carers been provided so that they can make a well-informed decision about whether they want their children to attend? Purpose? Provider? Expected benefits? Timeframe? Costs?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Comment:

<table>
<thead>
<tr>
<th>8. Have forms for written permissions been received from parents? Do these include contact details and health/medical issues of the child?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. Have you prepared procedures, strategies and the environment to minimise those risks?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Comment:

<table>
<thead>
<tr>
<th>10. Does the event organiser have Safeguarding Children and Vulnerable Adults and Work Health and Safety policies and procedures and a Code of Conduct and is s/he confident about following these?</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment on 10:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is the location for the event secure for those participating in the event?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Does the environment meet obligations for safeguarding children and general Work Health and Safety?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Have the implementation of the policies and procedures relating to alcohol and illegal drugs been considered?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comment:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Have all of the above elements been appropriately documented?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Reference: *Introduction to Risk Management for School Camps and Excursions*, Catholic Church Insurance)
Appendix 10: Sign in and Sign Out Register

Activity: ________________________________

Team Leader/Supervisor: ___________________

<table>
<thead>
<tr>
<th>SIGN IN</th>
<th>SIGN OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of child</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>Name parent/carer</td>
<td></td>
</tr>
<tr>
<td>Signature parent/carer</td>
<td></td>
</tr>
<tr>
<td>If not the person collecting, please tick here and advise the leader</td>
<td></td>
</tr>
<tr>
<td>Time collected</td>
<td></td>
</tr>
<tr>
<td>Name of person collecting</td>
<td></td>
</tr>
<tr>
<td>Signature of person collecting</td>
<td></td>
</tr>
<tr>
<td>Other comments/messages</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 11: Registration – Parental Consent Template

Child’s Name: ________________________________________________________________

Date of Birth: __________________________________________________________________

Address: ____________________________________________________________________

Parental Contact phone numbers: ______________ Mobile: __________________________

Alternative Emergency Contact Name: ___________________________________________

Relationship: __________________________________________________________________

Address: ______________________________________________________________________

Contact phone numbers: __________________________________________________________________

Mobile: ____________________________

Health (Please tell us of any allergies, or if your child suffers from any ailments and/or is taking any medications)

________________________________________________________________________________

I understand that this registration requires my child to follow directions and behave in a positive manner at all times.

[ ] I agree to my son/daughter taking part in the ________________________________________

[ ] Activity based at ______________________________________________________________

[ ] I agree for my son/daughter having their photograph taken and being shown in the Churches.

[ ] I agree to the images being published in Parish or Diocesan websites or publications.

When the session is finished: (please tick appropriate box)

[ ] I will collect my child.

[ ] ____________________________will collect my child.

[ ] I am happy for ____________________________to make his/her own way home.

Declaration

In the event of an illness or accident, every effort will be made by the event leader to contact me.

If for any reason this is not possible I agree to my son/daughter receiving medication as instructed and any emergency medical treatment as considered necessary by the medical authorities present.

Signed: ____________________________ Date: __________________

(Parent/Guardian)
Appendix 12: Incident Report Form

Incident Report Form – Employee, volunteer, contractor, public

(to be completed for all workplace incidents)

1. Details of Person Involved/Injured

<table>
<thead>
<tr>
<th>Employee</th>
<th>Volunteer</th>
<th>Contractor</th>
<th>Member of Public</th>
<th>Other (Please specify):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone: Home</th>
<th>Work:</th>
<th>Mobile:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender: (please circle)</th>
<th>Male</th>
<th>Female</th>
<th>D.O.B.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Occupation:</th>
<th>Payroll No (if known):</th>
</tr>
</thead>
</table>

If employee: Usual start time: Usual finish time:

2. Description of Incident

<table>
<thead>
<tr>
<th>Type of Incident:</th>
<th>Work related Injury</th>
<th>Near Miss</th>
<th>Work related Illness</th>
</tr>
</thead>
</table>

Location of incident:

Date of incident: Time of incident: Date of report: Time of report:

Reported to:

Type of injury sustained: Injury location:

Description of incident:

Names of witnesses:

1. 2. 3.

Please attach written statements from any witnesses

Form completed by:

Was first aid treatment applied to the injured person at the workplace? Yes No

Description of First Aid administered:

Known allergies or medication: Nil known

Injured person referred to:

- Doctor
- Ambulance
- Hospital
- Nil

Have next of kin been notified? Yes [Time: ] No Not Required

Other external agencies involved:

- Police
- QFRS
- Other Please specify:

First Aid administered by: Name: Signature: Date:
Appendix 13: Script for Use of Photography / Video

This script is suggested for use in the planning stages of activities or during an activity in a parish that involves children if it is likely that photographs or videos will be taken.

*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 fora such as social media.*
Appendix 14: Photographic / Media Consent Form

INFORMATION

I consent to the collection and use of my personal images by photography or video recording.

I acknowledge that these may be used on the ........................................... website, in newsletters and publications.

I further acknowledge that my image may be used by the .......................................................... Committee and media to promote .......................................................... in the future.

I understand that no personal information, such as names, will be used in any publications unless express consent is given.

I also understand that my consent can be withdrawn at any time in writing to .......................................................... at ..........................................................

CONSENT

I, the undersigned, (person giving consent and the parent / guardian if under 18 years of age) consent to the use of photographs or video footage for use on the .......................................................... website, in newsletters and publications.

I also consent to photographs or video footage being used to promote future .......................................................... events by the ..........................................................

Committee or other media.

I further understand that this consent may be withdrawn in writing by me at any time.

I give this consent voluntarily.

..........................................................  ..........................................................  
Signature of person giving consent  Signature of parent/guardian if signatory is under 18

Date: ..........................................................  

Please note that this information will be stored in a secure place in the Parish Office. This form will only be kept by the Parish Office for this specific purpose. This information will remain confidential. For more information see the Diocesan Privacy Policy.
Appendix 15: ACBC Social Network Policy

SOCIAL NETWORKING POLICY
FOR THE CATHOLIC CHURCH IN AUSTRALIA

May 2015

Australian Catholic Bishops’ Conference
Communications Office
Communication is integral to our humanity. Social networking opens up new channels of communication and there are immense gifts and challenges that are still being unwrapped in this ever-evolving world.

Social networking offers new ways in which we can dialogue with others, build relationships and learn about our shared humanity.

Social networking has been endorsed by the Holy See and Catholics are wholeheartedly encouraged to seek the good that can come of such networking, and observe its effects.

"The media can help communication when they enable people to share their stories, to stay in contact with distant friends, to thank others or to seek their forgiveness, and to open the door to new encounters." (World Communications Day Message, 2015)

Through our considered use of social networks, we can seek to understand some of their benefits, and some of the difficulties that can be overcome with social media training.

The Catholic Church in Australia provides these guidelines for how we might engage with the most popular social networks. This advice will be offered in the light of the Gospel, and relying on some of the advice given by the Holy See in their annual messages for World Communications Day.

Church personnel engage with social media on a daily basis. More and more, platforms such as FaceBook, Twitter, YouTube, LinkedIn, Instagram, Google +, and Pinterest (the seven most popular networks) are used to disseminate information, advertise events, share stories and offer pastoral care. When used well, the potential for evangelisation is limitless.

In the 2015 message for World Communications Day, Pope Francis has written about the impact of modern media on family life. His advice reasons that oftentimes, our use of media can help, but also hinder our communication. It is useful when navigating the area of social media and policies around it for Church agencies to carefully discern how they might use them.

"By growing daily in our awareness of the vital importance of encountering others, these 'new possibilities', we will employ technology wisely, rather than letting ourselves be dominated by it." (World Communications Day Message, 2015)

**HUMAN DIGNITY IN OUR ENCOUNTERS**

Online and offline behaviour of clergy, Church employees and members of Church organisations should always demonstrate a Christ-centred love for others.

Even those working in Church organisations who might not be Christian should still ensure that when representing the Church, their behaviours demonstrate a respect for human dignity. Boundaries should always be taken into consideration and observed.

In particular, those involved in work with young people should be aware of the Church’s child protection protocols and policies of both the Church and of civil authorities.

Those who engage in social networking as part of their Church ministry should do so in the name of evangelisation, to build appropriate relationships that can encourage and foster growth in faith. This engagement should facilitate a growing in relationship with Christ.

The sharing of information on sites should be of appropriate materials for faith formation or catechesis. Social-Networking sites can be ideal for promotion of Church events or activities and for sharing worship resources in a wide range of formats, be it video, text or sound.

The teachings of the Catholic Church should be consistently upheld in these social-networking activities, and should not move beyond appropriate personal communication with those being ministered to.

Clear distinctions should be maintained between personal and professional communication in the social networking environment.

Those who engage in social networking as part of their Church ministry should do so in the name of evangelisation.
PRIVACY ONLINE

For people working in Church agencies, there can be a fine line when using both a personal and an organisational social networking account. It is always best to err on the side of caution when updating our profiles, whether they be one that is our own or not.

Privacy is an important consideration, and care should be taken about displaying contact details on any social networking site.

While we might like to argue that we have a private account on Facebook or Twitter, nothing online is ever completely private. Keep in mind that if you are not comfortable with your employer, your bishop, or your parish priest reading your post, simply put: don’t post it.

In particular, photos should never be posted without the express permission of the person being photographed or their guardian.

Those who engage in social networking as part of their Church ministry should do so in the name of evangelisation.

GENERAL ADVICE FOR SOCIAL NETWORKING

The Church in Australia, both officially and unofficially has members on Facebook, Twitter, YouTube, Linkedin, Instagram, Google +, and Pinterest. To varying degrees, each of these networks can be used for the promotion of the Gospel message.

As an appendix to this document, there is a short description of each of these networks in the document “The Social Networks” and how they might be used by Church personnel.

The following points are relevant to all of the different social networks:

- Those working in a youth ministry or other Church capacity which could involve social networking should seek permission from a Diocesan leader (Bishop, Business Manager, or Communications Manager) before engaging in this area, and establish clear boundaries in ministry-based relationships.

- Bishops conference agencies are encouraged to have a social media present, however, it is not appropriate for an advisory council or a taskforce established by a bishops’ commission to develop a Facebook page or a Twitter account. Their social media engagement should always take place through the agency with which they have liaison.
• Clergy, Church workers or religious who use social networking sites in a professional capacity should keep this distinct from a private capacity and care should be taken in accepting or adding friends. There is great potential for a blurring of boundaries in the social networking field.

• Those Church organisations which wish to engage officially in social networking activities might choose do so as a group, and found a page which can be administered by a number of people. This system does not prevent Church workers from having their own personal profiles; it simply places a clear line between personal and work. This can also remove any ambiguity about friendship relationships or ministry relationships.

• The use of photographs or videos should be carefully considered. Where possible, photographic release forms should be signed, and permissions should be sought from all who appear in photographs or videos before being posted or tagged. For example, if holding an event, it is useful to announce at the beginning if a photographer will be present, and where photos may end up. Then people who are uncomfortable about their photos appearing can mention this to the organisers.

• Church networking activities should be monitored by a third-party where possible, and where this is difficult, the Church worker should refer to the underlying principles and teaching of the Church. Commentaries appearing on social networking sites of a rude or offensive nature or those which are vulgar or which could be interpreted as bullying should be removed immediately.

SOME FINAL CONSIDERATIONS

The Church in Australia has shown much leadership in the area of social networking and is recognised internationally. Much of this has to do with access to resources.

We must remember, as Pope Francis reminds us, that not all parts of the world have the same access. Some live in poverty, others live in remote areas with limited access to technology. Hearing others talk about their social networking experiences can be profoundly isolating for those unable to take part. Social Networking should never replace authentic human relationships, but rather enhance them.

As we are reminded in this year’s message for World Communications Day, our use of technology should never be the cause of relationship breakdown, particularly in that most important of relationships, with our families.

“Families should be seen as a resource rather than as a problem for society. Families at their best actively communicate by their witness the beauty and the richness of the relationship between man and woman, and between parents and children. We are not fighting to defend the past. Rather, with patience and trust, we are working to build a better future for the world in which we live.” (World Communications Day 2015)

There is much to be discovered on social media, and ways in which we can use it to enhance our endeavours as a Church. The Catholic Church has a rich and beautiful message to share, and we should make use of these networks in the best way possible.

Beyond this policy, the Communications team of the Australian Catholic Bishops Conference has worked to develop a number of resources, which may assist in the area of social networking. At www.catholic.org.au, there are free downloads, written information as well as some tips for your organisation.

Those who engage in social networking as part of their Church ministry should do so in the name of evangelisation.
THE SOCIAL NETWORKS

Appendix A to Social Media Policy of the Catholic Church in Australia

The following information is taken largely from the book “Tweet others as you would wish to be tweeted: A scripture-based guide to social media for the Church” a book written specifically to address some of the issues around social media for the Church, to coincide with the World Communications Day 2015. It is available as an e-Book or hard copy at www.catholic.org.au.

It is important to mention before defining these social networks some of the difficulties that can arise in using them in a Church-based or pastoral setting.

Social media is, by nature, social. At its best it can generate conversations and sharing between people of different social backgrounds, cultures, faiths and other walks of life. It’s important, however, that Church representatives engage in respectful conversations, and do not allow their social media spaces to be used for conversations that fail to respect the dignity of others or which might be seen to promote teachings contrary to the Catholic faith.

Ways of avoiding these pitfalls include changing privacy settings on sites such as Facebook to prevent unwanted posts, reviewing posts before they are made public, deleting and not responding to inflammatory messages.

Indeed, while one might not expressly post information on their Facebook page or Tweet something about the Church, there are still ways in which conversations or private messages between two parties might be contrary to the position of the Church.

Care should be taken, across social media that the dignity of our office is preserved and that Gospel values are communicated.
FACEBOOK
www.facebook.com

Facebook is the most visited site on the internet. Founded in 2004 by Mark Zuckerberg, it allows people to create an online profile where they can post information about themselves, chat with one another, share items of interest, build pages and promote events and causes.

Before starting on Facebook, it's useful to consider whether you would like to have a personal profile, a professional profile or a page.

In the case of the Catholic Church, a bishop may choose to have a page, and an organisation, such as the Australian Catholic Bishops Conference or Caritas would also have a page. This is recommended.

By using high privacy settings, these public figures or organisations can effectively administer and control the content on the page. They can prevent others from posting unwanted content on their pages, and communicate a consistent message. A bishop can then communicate with people in his diocese and beyond about events, liturgies, or special occasions.

Church personnel often also have a personal profile, which is perfectly appropriate and encouraged. Representatives of the Church however should read this and other protocols carefully to discern their engagement online, keeping in mind their position and behave accordingly.

LINKEDIN
www.linkedin.com

LinkedIn is a social network which allows people to share their professional skills. People upload their resumes and network with people based on their abilities and professional capacities. LinkedIn is used by recruitment companies, and it is an excellent way to network and communicate about upcoming events, job opportunities and to find people with particular skills and talents. These days, many companies when recruiting will research potential candidates using this social network.

Many Catholic Church employees showcase their abilities and skills on LinkedIn, and are encouraged to do so. It’s worth remembering that employers within Church are very likely to access this social network in order to find out more information about potential employees, so put your best foot forward, and keep your profile up-to-date.

TWITTER
www.twitter.com

Twitter is now utilised by the majority of Church agencies in Australia on some level.

Twitter is described as a microblogging site, which means, you reduce a message to the shortest possible form. That information can be shared with followers through a “tweet”. People can then share with their followers by “retweeting”.

Twitter is particularly useful for journalists, politicians, media people and advertisers.

In recent years, news has started to break on Twitter. Before the camera crews and journalists can arrive at an event, citizen journalists often share images and their perceptions on Twitter. News journalists will often share information live.

When Pope Benedict XVI resigned, the news hit Twitter before a single article was published, simply because a journalist present in the room when he made the announcement understood Latin.

Like with all social networking engagement, Church entities should reflect carefully before posting on Twitter about whether their messages reflect Church teaching and Christ-centred principles.

PINTEREST
www.pinterest.com

Pinterest is a network in which people share ideas, images, recipes and short quotes. It is also called a visual bookmarking tool. People share and create these bookmarks on what are called boards. People can choose pages or websites of interest, and pin them to a board which exists, or a newly created board. People use Pinterest for event planning, to give ideas for decorating a house, to share recipes and so on.

INSTAGRAM
www.instagram.com

Instagram is extremely popular among young people and works in a similar way to Facebook and Twitter, except that it is image based. Rather than posting words or links, people will post images, and are given options to make their image look a little...
fancier before posting. For example, you might take a picture of the choir singing at mass in a beautiful church, give it a vintage filter through Instagram and share it with your contacts. Instagram works with likes and follows in the same way as Facebook and Twitter.

Many church organisations use images with a scripture quote added to share these with others.

**YOUTUBE**

[www.youtube.com](http://www.youtube.com)

YouTube is the internet's number one video-sharing site. With so many applications and programs available for video or slideshow editing, YouTube has millions of people accessing it every day. The Catholic Church has an extensive presence on YouTube in both official and non-official capacities.

Like with all social networking, the use of YouTube can assist in the work of evangelisation and promotion of the activities of the Church. Church entities should ensure that all material posted on YouTube or other video-based sites is in accordance with Church teaching and respects human dignity.

Considerations should be applied when uploading content, and explicit or offensive material should be avoided at all times.

**GOOGLE+**

[www.google.com](http://www.google.com)

Google plus is a networking tool in which you can use the following tools to connect: 1. Circles are categories for your networks (for example, friends, work, office, family, interests). 2. Google hangouts are like a video-conferencing an option for people to spend time with one another. These hangouts can include up to 10 people. 3. Huddle is an option for people wanting to chat with one another on iPhone, Android or SMS devices and 4. Instant Upload is a service which allows you to automatically upload photos to a private album. Some Catholic organisations have organised Google hangouts in their work for the New Evangelisation.

There is always much more information that we could provide about social-networking, but we hope these short summaries will help you decide what might be best for you personally, and for your organisation.

If you have any questions about how to get started on these networks, visit our website [www.catholic.org.au](http://www.catholic.org.au) where we have lots of resources, or give the communications team a call on (02) 6201 9859

@ACBC1 AustralianCatholicBishops

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Australian Catholic Bishops Conference
Communications Office
GPO Box 360, Canberra ACT 2601 Australia
t: +61 2 6201 9859 e: media@catholic.org.au
[www.catholic.org.au](http://www.catholic.org.au)
Appendix 16: Safeguarding Recording Form

Receiving a disclosure and recording the information is an important step in supporting the child, young person or vulnerable adult. The information may well form evidence and should be completed by a person who has undertaken training in receiving disclosures. This might be the parish priest, person in a supervisory role or a local parish safeguarding representative.

Generally, this form would be completed following the disclosure conversation, not during.

Diocesan Professional Standards and Safeguarding Office (Rockhampton)
4887 3080 or safeguarding@rok.catholic.net.au

1. About the disclosure/concern

   Date of disclosure/concern _______________________

   Time of disclosure/concern _______________________

   How was information received? ☐Telephone ☐Letter ☐Email ☐In person

   (Attach any written information to this form)

2. Details of person making disclosure/raising concern

   Name ____________________________

   Address _____________________________________________________________

   Telephone ___________________________________________________________

   Mobile ______________________________________________________________

   Email ________________________________________________________________

   Relationship to child or alleged victim ___________________________________
3. **Details of the alleged victim**
   Name ____________________________________________
   DOB ____________________________________________
   Address _________________________________________
                                                                                                          
   Telephone: ________________________________________
   Mobile __________________________________________
   Ethnic origin _____________________________________
   Language (Is interpreter/signer needed?) ___________
   Disability _________________________________________
   Special needs _____________________________________
   Parish/Order (if applicable) _______________________

4. **Parent/ Carer details (where appropriate)**
   Name ____________________________________________
   Address (if different from above) ___________________
                                                                                                          
   Telephone ________________________________________
   Mobile __________________________________________
   Is the parent/carer aware of the allegation, suspicion or complaint? Yes/ No

5. **Details of alleged perpetrator**
   Name ____________________________________________
   Address _________________________________________
                                                                                                          
   Telephone ___________________________ Mobile________
   Relationship to child/victim (parent/Priest/teacher etc) _____________________________
   Position in Church/Order ___________________________
   Address at time of incident(s) __________________________________________________________
Current contact with children if known (for example, sits on board of governors of school, runs youth activities etc) ____________________________________
Any additional information _________________________________________

6. Details of concern, allegation or complaint

(Include dates/times and location the incident(s) occurred, witnesses, if known. Does the victim know this referral is being made?) ____________________________________
_____________________________________

7. Action taken

Has the matter been referred to the police? Yes/ No

If yes: Date ___________________ Time __________________________

If no explain why ____________________________________________

To whom was it referred?
Name ________________________________________________________
Position ______________________________________________________
Address _______________________________________________________
____________________________________________________________

Telephone _____________________________________________________
Email __________________________________________________________

Has the matter been referred to a member of the Church? Yes/No

If yes: Date __________________________________________________

Time __________________________________________________________

If no, explain why: ____________________________________________

To whom was it referred?
Name ________________________________________________________
Position ______________________________________________________
Address _______________________________________________________
Telephone _______________________________________________________
8. **Next Steps**

What actions were agreed upon and by whom when the matter was referred to civil/Church authority?

________________________________________
________________________________________

Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

________________________________________
________________________________________

Date form sent __________________________________________

9. **Details of person completing the form**

Name: _________________________________________________

Tel ____________________ Mobile _________________________

Email _________________________________________________

Position in Church _______________________________________

Parish/Order ___________________________________________

Form completed:

Date ____________________ Time _________________________

Signed: _______________________________________________

(A copy must be retained by the recipient of the disclosure and filed in a secure location.)

(In the instance of sexual assault, a copy must accompany the report to the Police or Child Safety/Public Guardian and a copy provided to the Diocesan Professional Standards and Safeguarding Manager)
Appendix 17: Contact Numbers for Reporting

DIOCESAN PROFESSIONAL STANDARDS AND SAFEGUARDING OFFICE
4887 3080 or safeguarding@rokok.catholic.net.au

Police use your local area police station. Where immediate harm to the child is probable phone 000.

**Child Safety Services contact information**

If you suspect a child is experiencing harm, contact Child Safety Services to report suspected child abuse.

You can contact Child Safety Services through:

- a Regional Intake Service
- a Child Safety Service Centre
- the Child Safety After Hours Service Centre.

The contact point that you choose will depend upon the service you need, and the time you make contact with Child Safety Services.

**Regional Intake Services**

A Regional Intake Service is the contact point when you have concerns for a child and suspect that a child is being harmed or may be at risk of experiencing harm in the near future.

Trained child protection workers talk to you about your concerns for the child. They will record information you provide and gather other information that may be helpful to assess the situation. The worker will then decide the best way of responding to the information you have provided.

When you contact a Regional Intake Service to report your concerns, your details will be confidential and your identity, if provided, will be protected by law.

The Regional Intake Service receives information from community members, government and non-government agencies during business hours from 9am to 5pm, Monday to Friday.

**Department of Communities (Child Safety Services)**

**Regional Intake Service Contacts**

<table>
<thead>
<tr>
<th>Intake Service</th>
<th>General line</th>
<th>Direct line*</th>
<th>QPS After Hours line</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Safety After Hours Service Centre</td>
<td>1800 177135</td>
<td>1300 681513</td>
<td>1300 682724</td>
<td>3235 9902</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3235 999</td>
<td>3235 9902</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Qld RIS</td>
<td>1300 703762</td>
<td>1300 683042</td>
<td>-</td>
<td>4938 4697</td>
<td><a href="mailto:CORISIntake@communities.qld.gov.au">CORISIntake@communities.qld.gov.au</a></td>
</tr>
<tr>
<td>North Qld RIS</td>
<td>1300 706147</td>
<td>1300 704514</td>
<td>-</td>
<td>4799 7273</td>
<td><a href="mailto:NQRISIntake@communities.qld.gov.au">NQRISIntake@communities.qld.gov.au</a></td>
</tr>
<tr>
<td>South West RIS</td>
<td>1300 683390</td>
<td>1300 683259</td>
<td>-</td>
<td>4616 1796</td>
<td><a href="mailto:SWHISIntake@communities.qld.gov.au">SWHISIntake@communities.qld.gov.au</a></td>
</tr>
</tbody>
</table>
Child Safety After Hours Service Centre

Outside of usual business hours, the Child Safety After Hours Service Centre:

- provides a range of services to current clients of Child Safety Services;
- is the contact point when you are concerned that a child has been harmed or may be at risk of harm;
- provides support for foster and kinship carers.

Telephone:  07 3235 9999
Freecall:  1800 177 135 (Queensland only)


Queensland Police Service CPIU Contacts

<p>| Qld Police Service Contact Details as at 7 August 2015 | |</p>
<table>
<thead>
<tr>
<th>CPIU Rank</th>
<th>Officer In Charge</th>
<th>Business Email</th>
<th>Mailing Address</th>
<th>Phone</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bundaberg</td>
<td>Detective Sergeant</td>
<td>SCHNEIDER, Cameron</td>
<td><a href="mailto:CPIUIntake.WBBD@police.qld.gov.au">CPIUIntake.WBBD@police.qld.gov.au</a></td>
<td>Bundaberg CPIU, PO Box 1214, Bundaberg 4670</td>
<td>4153 9120</td>
</tr>
<tr>
<td>Gladstone</td>
<td>SMITH, Damien</td>
<td><a href="mailto:CPIU.Gladstone@police.qld.gov.au">CPIU.Gladstone@police.qld.gov.au</a></td>
<td>10-12 Yarroon Street, Gladstone 4680</td>
<td>4971 3244</td>
<td>4971 3279</td>
</tr>
<tr>
<td>Longreach</td>
<td>Detective Sergeant</td>
<td>Hobbs</td>
<td><a href="mailto:CIB.Longreach@police.qld.gov.au">CIB.Longreach@police.qld.gov.au</a></td>
<td>97 Galah Street, Longreach 4730</td>
<td>4652 5200</td>
</tr>
<tr>
<td>Mackay</td>
<td>Detective Senior Sergeant</td>
<td>LEE, Tony</td>
<td><a href="mailto:CPIU.Mackay@police.qld.gov.au">CPIU.Mackay@police.qld.gov.au</a></td>
<td>PO Box 261, Mackay 4740</td>
<td>4968 3474</td>
</tr>
<tr>
<td>Rockhampton</td>
<td>Detective Senior Sergeant</td>
<td>ELLIOT, Paul</td>
<td><a href="mailto:CPIU.Rockhampton@police.qld.gov.au">CPIU.Rockhampton@police.qld.gov.au</a></td>
<td>P.O. Box 1161, Rockhampton 4700</td>
<td>4932 3570</td>
</tr>
<tr>
<td>Woorabinda</td>
<td></td>
<td>CHEESEMAN, Leanne</td>
<td><a href="mailto:CPIU.Rockhampton@police.qld.gov.au">CPIU.Rockhampton@police.qld.gov.au</a></td>
<td>25 Munns Drive, Woorabinda</td>
<td>49132306</td>
</tr>
</tbody>
</table>

Additional support

For free, confidential telephone support and counselling families can contact Parentline on: 1300 301 300 (8 AM to 10 PM 7 days a week).

The Diocese of Rockhampton Response Line

Free call: 1800 830 113
The Diocesan Safeguarding Logo

Concept

The logo expresses the protection and safe conduct of children and vulnerable adults in our Christian ministry and in our Catholic community within Rockhampton Diocese.

The concept of safeguarding pertains not only to the activities surrounding the protection of those entrusted to our care but also to the structure and procedural mechanisms that constitute the safeguarding of the children and vulnerable persons.

The structure of the logo is about strength and purpose as well as potential and confidence. The activity is portrayed by the sense of the ark as a vessel.

The colour of the logo is taken from the Diocesan colours and interpreted in the story board of the logo: the Diocesan colours of dark blue and gold, along with pastel green (signifying new life and growth) and light blue (signifying Mary, our mother and protector).

Commentary

The logo begins with the dark blue chalice/ark/vessel, signifying safe travel and protection and encompassing the light blue of Mary. This chalice/ark/vessel is also reminiscent of the protecting hands of St Joseph, Patron Saint of the Diocese, supporting the work of the Diocese.

The pastel green orb is the vulnerable person in safe carriage, paler in the centre but gaining in strength and confidence through the ministry of the Church. This strength and growth is in the holistic sense of the complete person.

The cross is gold, as in the Cross of the Diocese, and signifies the glorious Cross of salvation.