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|  |  |  |  | **TEMPLATE** |
| **Parish or Entity Child Safety Assessment Tool** | | | | |

**Purpose**

The purpose of this tool is to assist parishes or entities within the Catholic Archdiocese of Melbourne to self–assess their compliance with the Catholic Archdiocese of Melbourne Safeguarding Children and Young People Framework to ensure that child safety is embedded within the culture of the parish or entity and is reflected in the way in which the parish or entity conducts its ministry.

This self-assessment tool also enables parishes or entities through their Safeguarding Committees to document their progress in relation to creating safe environments for children and young people and to facilitate their readiness to be audited by the Victorian Government Commission for Children and Young People (CCYP) and / or Catholic Professional Standards Ltd (CPSL).

**About the Self–Assessment Tool**

This self-assessment tool is based on the CPSL Self-Assessment of Compliance[[1]](#footnote-1) which reflects the requirements of the National Catholic Safeguarding Standards.

Please note that some criteria and indicators in the CPSL self-assessment tool are not pertinent to parishes or entities, and relate to measures that need to be implemented at an Archdiocesan level. These criteria and indicators have been flagged for easy reference and do not require a response.

The CPSL National Catholic Safeguarding Standards are aligned with the National Principles for Child Safe Organisations.

This tool also includes references to the CCYP Victorian Child Safe Standards (CSS), these are represented underneath each Criteria e.g. CCS 1. The Victorian CSS are mandatory for organisations in accordance with the Child Wellbeing and Safety Act 2005. The Victorian Government is currently reviewing the Victorian Standards including considering whether any adjustments should be made to better align with the National Principles.

The Self-Assessment Tool is a MS Word document and is designed to be printed on A3-size paper. If you have any questions, please contact the Professional Standards Unit on 9926 5621 or email [psu@cam.org.au](mailto:psu@cam.org.au)

**How to use the** **Self–Assessment Tool**

The Parish or Entity Self-Assessment Tool requires parishes or entities to assess themselves against each indicator, using the Compliance Assessment Scale developed by CPSL.

In addition, for each indicator, the following questions will need to be answered:

* + - * What is already in place? What evidence do we have of this?
* What more do we need to do?
* Who is responsible? What is the timeframe?

Answers for each questions should be comprehensive and include any activities that are in progress, planned or not implemented.

Please note: If your parish or entity believes an indicator is Not Applicable, please provide an explanation.

Relevant resources that may assist your parish or entity in meeting the requirements of each indicator are listed at the end of each section. These resources are also available on the Safeguarding Children, Young People and Vulnerable People section of the Catholic Archdiocese of Melbourne website: [www.cam.org.au](http://www.cam.org.au)

If you require any further information or assistance, please contact the Professional Standards Unit on 9926 5621 or via email [psu@cam.org.au](mailto:psu@cam.org.au) .

This example illustrates the elements of the self-assessment tool.

**Evidence**

**Details of how this specific indicator is met e.g. policies, procedures, documents, activities (including those planned and in progress)**

**Tasks that may still need to be undertaken to meet this Indicator**

**Compliance Assessment Scale Ratings**

**CPSL Indicator**

**CPSL Criteria**

**Allocating tasks and timeframes**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| Criteria 7.1  Personnel are trained and supported to effectively implement the parish or entity’s child safeguarding policies and procedures  **Refers to the relevant Victorian Child Safe Standard**  **(see list below)**  (CSS 4) | 7.1.1 The parish or entity provides regular opportunities to educate and train personnel on child safeguarding policies and procedures as a minimum through:   * induction (refer to Indicators 5.3.1 and 5.8.2); and * refresher safeguarding training (at least every 3 years) |  |  |  |  |  | All personnel (Clergy, employees and volunteers) are required to undertake:   * Induction prior to commencing in their role (see Induction Checklist and resources). Induction activities are facilitated by parish program co-ordinators. * Safeguarding Essentials on-line training (30 minutes) on an annual basis   Those working with children and young people also complete the Working Safely with Children and Young People online training every 3 years.  Evidence – copies of training certificates for all our personnel are filed electronically. | Need to follow up with volunteers who have not completed the training requirements.  Need to set up a regular reminder system to follow up personnel to ensure the annual training requirement is met. | Parish Secretary – Review in June 2020 |

Victorian Child Safe Standards

(CSS 1) - Standard 1 Governance and Leadership – Strategies to embed an organisational culture of child safety, including through effective leadership arrangements

(CSS 2) - Standard 2 A Child Safe Policy or Statement of Commitment to Child Safety Standard

(CSS 3) – Standard 3 A Code of Conduct that establishes clear expectations for appropriate behaviour with children

(CSS 4) – Standard 4 Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

(CSS 5) - Standard 5 Processes for responding to and reporting suspected child abuse

(CSS 6) - Standard 6 Strategies to identify and reduce or remove risks of child abuse

(CSS 7) - Standard 7 Strategies to promote the participation and empowerment of children

**Standard 1: Committed leadership, governance and culture**

**Child safety and wellbeing is embedded in organisational leadership, governance and culture.**

| **Criteria** | **Indicator Requirements** | **Not Applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 1.1**  The parish or entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse  (CSS 1, 2) | 1.1.1 The parish or entity has a Child Safeguarding Policy that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available. |  |  |  |  |  |  |  |  |
| 1.1.2 The parish or entity publishes a Child Safeguarding Commitment Statement which is openly displayed and publicly available. |  |  |  |  |  |  |  |  |
| **Criteria 1.2**  A child safeguarding culture is championed and modelled at all levels of the parish or entity from the top down and bottom up  (CSS 2) | 1.2.1 The Church Authority and leaders of the parish or entity create and maintain a parish or entity’s culture of safeguarding by:   * promoting child safeguarding regularly; and * emphasising that child safeguarding is everyone’s responsibility; and * actively monitoring safeguarding compliance and risk management. |  |  |  |  |  |  |  |  |
| 1.2.2 The parish or entity appoints a Safeguarding Committee at the highest level of leadership to oversee the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices. |  |  |  |  |  |  |  |  |
| 1.2.3 The parish or entity appoints and promotes the role of Safeguarding Coordinator(s), with clearly defined responsibilities for safeguarding children and young people at Diocesan, Religious Institute or Ministerial PJP level. |  |  |  |  |  | The Professional Standards Unit of the Catholic Archdiocese of Melbourne has clearly defined responsibilities for safeguarding children, young people and vulnerable persons at the Diocesan level. |  |  |
| 1.2.4 Personnel understand that child safeguarding is everyone’s responsibility and are empowered to provide input on child safeguarding practices. |  |  |  |  |  |  |  |  |
| **Criteria 1.3**  Governance arrangements facilitate implementation of a Child Safeguarding Policy across the parish or entity’s activities  (VCSS 1, 2) | 1.3.1 Governance arrangements are transparent and include safeguarding roles and responsibilities to ensure accountability for safeguarding is clear. |  |  |  |  |  |  |  |  |
| 1.3.2 Where the Church Authority’s governance includes countries other than Australia, the parish or entity must apply these standards taking into account relevant international declarations and local legislation. |  |  |  |  |  |  |  |  |
| **Criteria 1.4**  A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities  (CSS 3) | 1.4.1 The Code of Conduct explicitly and equally applies to all personnel and provides guidance on appropriate and expected standards of behaviour of personnel towards children and young people. |  |  |  |  |  |  |  |  |
| 1.4.2 The Code of Conduct is written in accessible language and communicated to personnel, children, young people, families and carers. |  |  |  |  |  |  |  |  |
| 1.4.3 The Code of Conduct takes into account the needs of all children and young people, paying particular attention to Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds and children with particular vulnerabilities, for example, children and young people who can’t live at home. |  |  |  |  |  |  |  |  |
| **Criteria 1.5**  The parish or entity has risk management strategies focusing on preventing, identifying and mitigating risks to children and young people  (VCSS 6) | 1.5.1 The parish or entity has a clearly documented child safeguarding risk management plan, as part of its overall risk management strategy, which considers actual and potential risks relating to children and young people. |  |  |  |  |  |  |  |  |
| 1.5.2 The parish or entity has appropriate risk management processes in place to assess, evaluate, review and oversee the safeguarding of children and young people participating in, or receiving, ministries off-shore including cultural immersions, pilgrimages, solidarity campaigns and world youth days. |  |  |  |  |  |  |  |  |
| 1.5.3 Leaders of the parish or entity manage safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks. |  |  |  |  |  |  |  |  |
| **Criteria 1.6**  Personnel understand their obligations on information sharing and record keeping  (CSS 4,5) | 1.6.1 The parish or entity has documented information sharing and record keeping policies and procedures which are communicated to personnel. |  |  |  |  |  |  |  |  |
| 1.6.2 The parish or entity’s information sharing and record keeping policies and procedures relating to all aspects of child safeguarding, including incidents and complaints, apply the following requirements:   * complete and accurate records are created and maintained for all incidents, complaints, responses and decisions; records are created at the time of, or as soon as practicable following, an incident, complaint, response or decision; * records are titled, organised and filed logically; * a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum; * records are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years (refer to Indicator 6.1.7), whichever is longer; * information and/or records are treated as confidential and records are appropriately secured; * sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and * individuals’ rights to access, annotate or request an amendment to records about themselves are recognised to the fullest extent. |  |  |  |  |  | All reports, complaints and allegations are to be referred to the Professional Standards Unit who will maintain a secure and centralised record, in accordance legislative and statutory requirements.  The Catholic Archdiocese of Melbourne requires records to be kept for a minimum period of 100 years, exceeding the requirements of the CPSL standards. |  |  |

Resources that may help your parish or entity meet Standard 1:

INFORMATION SHEET: Organisational frameworks for safeguarding children and young people

Safeguarding Children and Young People Policy

TEMPLATE: Safeguarding Children and Young People Policy

INFORMATION SHEET: Parish, Agencies and Entity Commitment to the Safety of Children and Young People

TEMPLATE: Parish, Agency and Entity Statement of Commitment to the Safety of Children and Young People

INFORMATION SHEET: Parish, agency and entity safeguarding responsibilities

TEMPLATE: Safeguarding Committee role description

Safeguarding Children and Young People Code of Conduct

TEMPLATE: Safeguarding Children and Young People Code of Conduct

**Standard 2: Children are safe, informed and participate**

**Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 2.1**  Children and young people are informed about their rights, including safety, information and participation  (CSS 7) | 2.1.1 The parish or entity has age and developmentally appropriate strategies to proactively:   * engage with children and young people; and * seek children and young people’s views; and * consult children and young people about decisions that affect them; and * consult children and young people about what makes them feel safe and how this can be recognised and implemented by the parish or entity. |  |  |  |  |  |  |  |  |
| 2.1.2 The parish or entity ensures children and young people are made aware of their rights, including their right to be safe from abuse, and are informed whom to contact if they have concerns about their safety or the safety of their peers. |  |  |  |  |  |  |  |  |
| **Criteria 2.2**  The importance of friendships is recognised and support from peers is encouraged, helping children and young people feel safe and less isolated  (CSS 7) | 2.2.1 The parish or entity provides children with age and developmentally appropriate information about safe and respectful peer relationships, including through social media. |  |  |  |  |  |  |  |  |
| **Criteria 2.3**  Where relevant to the setting or context, children, young people and families may be offered access to abuse prevention programs and related information that is age appropriate  (CSS 7) | 2.3.1 Where relevant, the parish or entity provides children, young people and families with information, access and/or referral to abuse prevention programs, appropriate to the child’s age, development, ability and level of understanding. |  |  |  |  |  |  |  |  |
| **Criteria 2.4**  Personnel are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision making and raise their concerns  (CSS 4, 5,7) | 2.4.1 Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children and young people to raise any concerns. |  |  |  |  |  |  |  |  |

Resources that may help your parish or entity meet Standard 2:

INFORMATION SHEET: Empowering children and young people

INFORMATION SHEET: Encouraging the Participation of Children and Young People in Decision-making

INFORMATION SHEET: Consulting with Children and Young People

**Standard 3: Partnering with families, carers and communities**

**Families, carers and communities are informed and involved in promoting child safeguarding.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 3.1**  Families and carers participate in decisions affecting their child  (CSS 7) | 3.1.1 The parish or entity supports and encourages families and carers to take an active role in monitoring children’s safety when participating in activities. |  |  |  |  |  |  |  |  |
| **Criteria 3.2**  The parish engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible  (CSS 1,7) | 3.2.1 The parish or entity promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its child safeguarding approach. |  |  |  |  |  |  |  |  |
| 3.2.2 The parish or entity provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Committee [refer to Indicator 1.2.2] and/or Safeguarding Coordinator(s) [refer to Indicator 1.2.3]. |  |  |  |  |  | Please note that the Safeguarding Coordinator refers to the role undertaken by the Professional Standards Unit. |  |  |
| **Criteria 3.3**  Families, carers and communities have a say in the parish or entity’s policies and practices  (CSS 2, 7) | 3.3.1 Processes are in place to engage families, carers and communities about their views on policies and practices for keeping children safe. |  |  |  |  |  |  |  |  |
| **Criteria 3.4**  Families, carers and communities are informed about the parish or entity’s operations and governance  (CSS 1, 7) | 3.4.1 The parish or entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children. |  |  |  |  |  |  |  |  |
| **Criteria 3.5**  The parish or entity takes a leadership role in raising community awareness of the dignity and rights of all children and young people  (CSS 1,2) | 3.5.1 Appropriate to the context or setting, the parish or entity actively promotes and/or participates in civic engagement activities and/or campaigns which promote whole of community awareness of children’s rights and child abuse prevention. |  |  |  |  |  |  |  |  |

Resources that may help you meet Standard 3:

Child Safe Organisations: Guide for parents and carers - <https://childsafe.humanrights.gov.au/sites/default/files/inline-files/CSO%20Guide%20for%20parents%20and%20carers_2.pdf>

**Standard 4: Equity is promoted and diversity is respected**

**Equity is upheld and diverse needs respected in policy and practice.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 4.1**  The parish or entity actively anticipates children and young people’s diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable  (CSS 7) | 4.1.1 The parish or entity’s Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child or young person’s vulnerability to abuse. |  |  |  |  |  |  |  |  |
| 4.1.2 The parish or entity’s Complaints Handling Policy [refer to Criterion 6.1] and practices demonstrate an understanding of barriers that prevent children and young people from disclosing abuse and barriers for adults recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure. |  |  |  |  |  |  |  |  |
| **Criteria 4.2**  All children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand  (CSS 5,7) | 4.2.1 The parish or entity produces child friendly material in accessible language and formats that promotes inclusion and informs all children of the support and complaints processes available to them. |  |  |  |  |  |  |  |  |
| **Criteria 4.3**  The parish or entity pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and children of diverse sexuality.  (CSS 7) | 4.3.1 The parish or entity’s Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect attitudes and behaviours that respect the human rights of all children and young people and are inclusive and responsive to diverse needs. |  |  |  |  |  |  |  |  |

Resources that may help your parish or entity meet Standard 4:

INFORMATION SHEET: Promoting the Safety of Aboriginal and Torres Strait Islander Children and Young People

INFORMATION SHEET: Promoting the Safety of Children and Young People from Culturally and Linguistically Diverse (CALD) Backgrounds

INFORMATION SHEET: Promoting the Safety of Children and Young People with a Disability

INFORMATION SHEET: Promoting the Safety of Same-sex Attracted, Intersex and Gender Diverse Children and Young People

**Standard 5: Robust Human Resource Management**

**People working with children are suitable and supported to reflect child safeguarding values in practice.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 5.1** Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises child safeguarding  (VCSS 4) | 5.1.1 The parish or entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel. |  |  |  |  |  |  |  |  |
| 5.1.2 The parish or entity documents its child safeguarding approach in recruitment and screening procedures and processes. |  |  |  |  |  |  |  |  |
| 5.1.3 Positions are assessed for the expected level of contact with children and young people, and appropriate child safeguarding recruitment procedures are implemented. |  |  |  |  |  |  |  |  |
| 5.1.4 Position descriptions, selection criteria, referee checks and interview questions articulate:   * that children and young people are valued and respected; and * the commitment of the parish or entity to child safeguarding and; * where appropriate to the role [refer to Indicator 5.1.3], an understanding of children’s developmental needs and culturally safe practices. |  |  |  |  |  |  |  |  |
| **Criteria 5.2**  Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks  (CSS 4) | 5.2.1 The entity has a policy which is implemented that ensures:   * personnel have a current working with children check as required by legislation prior to working with children and young people; and * where a working with children check is not required by legislation, other background checks for personnel are conducted prior to working with children and young people. |  |  |  |  |  |  |  |  |
| 5.2.2 The entity keeps records and monitors the status of working with children checks and/or background checks for all personnel. |  |  |  |  |  |  |  |  |
| **Criteria 5.3**  Personnel receive an appropriate induction and are aware of their child safeguarding responsibilities, including reporting obligations  (CSS 4) | 5.3.1 All personnel participate in a safeguarding induction program, which occurs as soon as possible after commencement. |  |  |  |  |  |  |  |  |
| 5.3.2 All Church Authorities (along with members of their leadership team) who are signatories to a Service Agreement with Catholic Professional Standards Ltd participate in the National Catholic Safeguarding Standards Introductory Session for Leaders within 4 months of commencement. |  |  |  |  |  | This indicator requires an Archdiocesan response. |  |  |
| **Criteria 5.4**  Ongoing supervision and people management is focused on child safeguarding  (CSS 4) | 5.4.1 Support, mentoring, oversight and professional supervision processes for personnel include child safeguarding [refer to Indicator 5.5.3]. |  |  |  |  |  |  |  |  |
| 5.4.2 Annual performance reviews for personnel include child safeguarding relevant to their role [refer to Indicator 5.5.4]. |  |  |  |  |  |  |  |  |
| **Criteria 5.5 – 5.8 apply to Church Authorities and related entities with seminarians, clergy and those in formation programs with, or members of religious institutes.** | | | | | | | | | |

Resources that may help your parish or entity meet Standard 5:

INFORMATION SHEET: Selection, recruitment and screening

INFORMATION SHEET: Creating role/position descriptions Please note: Sample role descriptions will be available in Safe personnel of the Safeguarding Children, Young People and Vulnerable People section of the Catholic Archdiocese of Melbourne website: [www.cam.org.au](http://www.cam.org.au)

INFORMATION SHEET: Child safety interview questions

INFORMATION SHEET: Conducting a referee check

TEMPLATE: Referee Check

TEMPLATE: Proof of identity record template

INFORMATION SHEET: Working with Children Check requirements

INFORMATION SHEET: Criminal history record check (Police Record Check)

TEMPLATE: Criminal History Statutory Declaration

TEMPLATE: Proof of identify

Safeguarding Children and Young People Code of Conduct

TEMPLATE: Safeguarding Children and Young People Code of Conduct

TEMPLATE: Safeguarding Children and Young People Code of Conduct Declaration

INFORMATION SHEET: Role boundaries

INFORMATION SHEET: Physical contact

INFORMATION SHEET: Electronic communication including social media

INFORMATION SHEET: Photography and video of children and young people

INFORMATION SHEET: Child safety induction

INFORMATION SHEET: Supervision and performance management

Information about Child Safety Training is available - <https://www.cam.org.au/Child-safety-training>

**Standard 6: Effective complaints management**

**Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 6.1**  The parish or entity has an effective Complaints Handling Policy and procedures which clearly outline the roles and responsibilities, approaches to dealing with different types of complaints, reporting obligations and record keeping requirements  (CSS 5) | 6.1.1 The parish or entity’s policies, procedures and practices ensure that all mandatory reporting obligations are met. |  |  |  |  |  |  |  |  |
| 6.1.2 There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child or young person, be they historic or current. |  |  |  |  |  |  |  |  |
| 6.1.3 There are clear procedures for identifying and mitigating actual and perceived conflicts of interest in complaint management. |  |  |  |  |  |  |  |  |
| 6.1.4 The parish or entity works in cooperation with relevant organisations and seeks specialist advice from statutory child protection services when necessary. |  |  |  |  |  |  |  |  |
| 6.1.5 Key roles and responsibilities in relation to handling complaints are articulated within the Complaint Handling Policy and procedures |  |  |  |  |  |  |  |  |
| 6.1.6 The Complaint Handling Policy and procedures differentiate, where appropriate, between a child victim and an adult bringing forward a complaint of abuse suffered as a child. |  |  |  |  |  |  |  |  |
| 6.1.7 A process is in place to record all child abuse complaints, incidents, allegations, disclosures, concerns and referrals. The system must be secure so that confidential information is stored, protected and retained for 50 years [refer to Indicator 1.6.2]. |  |  |  |  |  | All reports, complaints and allegations are to be referred to the Professional Standards Unit who will maintain a secure and centralised record, in accordance with legislative and statutory requirements.  The Catholic Archdiocese of Melbourne requires records to be kept for a minimum period of 100 years, exceeding the requirements of the CPSL standards. |  |  |
| **Criteria 6.2**  The parish has a child-focused complaints handling system that is understood by children, families, carers and personnel  (CSS 4,5,7) | 6.2.1 The complaints handling system priorities the safety and well-being of children. |  |  |  |  |  |  |  |  |
| 6.2.2 The Complaints Handling Policy and procedures are made publicly available in a variety of formats, including age and developmentally appropriate for children and young people, enabling complaints processes to be easily understood. |  |  |  |  |  |  |  |  |
| **Criteria 6.3**  Complaints are taken seriously, and responded to promptly and thoroughly  (CSS 5) | 6.3.1 The Complaints Handling Policy requires that, upon receiving a complaint of child abuse, an initial risk assessment is conducted to identify and minimise any risk to children. Ongoing risk assessments are required throughout all investigation processes. |  |  |  |  |  | The Professional Standards Unit will work with your parish or entity to undertake an initial and ongoing risk assessment throughout all investigation processes. |  |  |
| 6.3.2 The Complaints Handling Policy requires that at the completion of the initial risk assessment, where a complaint of child sexual abuse is plausible, and there is a risk that the person may come into contact with children and young people, the person be stood down from their role and/or ministry while the complaint is investigated. |  |  |  |  |  | The Professional Standards Unit will work with your parish or entity to ensure that appropriate action is taken to ensure that the subject of the allegation of child sexual abuse is stood down from their role and/or ministry while the complaint is investigated. |  |  |
| 6.3.3 The Complaints Handling Policy is aligned, and operates in conjunction, with the parish or entity’s documented disciplinary and grievance policies and processes, in such a way that at the completion of the initial risk assessment, a breach or breaches of the Code of Conduct [refer to Criterion 1.4] in relation to inappropriate behaviour towards a child or young person are effectively investigated and managed, and include provisions for personnel to be redeployed, stood down and/or dismissed [having due regard for Indicator 6.5.1]. |  |  |  |  |  | The Professional Standards Unit will work with your parish or entity to ensure that alleged inappropriate behaviour towards a child is effectively investigated. |  |  |
| 6.3.4 Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint. |  |  |  |  |  | The Professional Standards Unit will respond promptly and keep the complaint informed as to the progress of dealing with their complaint. |  |  |
| 6.3.5 Support and care are provided to a child or young person who has experienced or is alleging abuse, and other affected parties. |  |  |  |  |  | The Professional Standards Unit will work with your parish or entity to ensure that appropriate supports are provided to all affected parties. |  |  |
| 6.3.6 Appropriate confidentiality is maintained with due regard for the Australian Privacy Principles and relevant legislation in relation to information sharing in the context of child safeguarding [refer to Indicator 1.6.2]. |  |  |  |  |  |  |  |  |
| 6.3.7 There are documented policies and processes implemented that empower and support personnel to raise, in good faith, concerns and allegations about unacceptable behaviour towards children or young people by other personnel. |  |  |  |  |  |  |  |  |
| **Indicators 6.3.8 and 6.3.9 apply to Church Authorities and related entities with seminarians, clergy and those in formation programs with, or members of religious institutes.** | | | | | | | | | |
| **Criteria 6.4**  The parish or entity has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and cooperates with law enforcement  (CSS 5) | 6.4.1 The Complaints Handling Policy requires that:   * concerns and complaints of child abuse occurring within the parish be reported to the appropriate statutory authority/ies, regardless of whether the reporting is mandated; and * personnel cooperate with law enforcement procedures and directives. |  |  |  |  |  |  |  |  |
| **Criteria 6.5**  Reporting, privacy and employment law obligations are met  (CSS 5) | 6.5.1 The Complaints Handling Policy requires that all relevant reporting, privacy and employment law obligations are met. |  |  |  |  |  | The Professional Standards Unit in conjunction with the Vicar General’s Office and HR Department will ensure that all relevant reporting, privacy and employment law obligations are met. |  |  |
| **Criteria 6.6**  The Church Authority ensures mechanisms are in place to care for adult complainants  (CSS 5) | 6.6.1 The parish or entity offers appropriate pastoral care to adult complainants, which recognises their unique needs. This should include an offer from the Church Authority to meet the complainant in person. |  |  |  |  |  | The Professional Standards Unit will work with the parish or entity to ensure the complainant’s unique pastoral needs are met. |  |  |
| 6.6.2 The Church Authority facilitates adult complainants’ access to appropriately trained personnel whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant. |  |  |  |  |  | The Professional Standards Unit will work with the parish or entity to ensure the complainant’s pastoral needs are met including offering a meeting with relevant Church Authority, in consultation with the complainant. |  |  |
| 6.7.1 The Church Authority has access to appropriately trained personnel - lay, religious or clergy - whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent. |  |  |  |  |  | The Professional Standards Unit will work with the parish or entity to ensure that suitable arrangements are in place to respond to the pastoral needs of the respondent. |  |  |
| 6.7.2 The Church Authority has suitable arrangements in place for the monitoring and support of a respondent, where there is a plausible complaint, until (and if) the Church Authority no longer has responsibility for monitoring the respondent. |  |  |  |  |  | The Professional Standards Unit will work with the parish or entity to ensure that suitable arrangements are in place for the monitoring and support of the respondent. |  |  |

Resources that may help your parish or entity meet Standard 6:

INFORMATION SHEET: Child physical abuse

INFORMATION SHEET: Child sexual abuse

INFORMATION SHEET: Grooming

INFORMATION SHEET: Problematic sexual behaviour of children and young people

INFORMATION SHEET: Child emotional abuse

INFORMATION SHEET: Spiritual abuse

INFORMATION SHEET: Family violence

INFORMATION SHEET: Child neglect

INFORMATION SHEET: Discrimination

INFORMATION SHEET: Bullying (including cyberbullying)

INFORMATION SHEET: Responding to disclosures

INFORMATION SHEET: Empowering children and young people to “tell”

INFORMATION SHEET: Reporting child-safety related misconduct and/or child abuse

TEMPLATE: Child-safety Related Misconduct and/or Child Abuse Report Form

**Standard 7: Ongoing education and training**

**Personnel are equipped with knowledge, skills and awareness to keep children safe through information, ongoing education and training.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 7.1**  Personnel are trained and supported to effectively implement the parish or entity’s child safeguarding policies and procedures  (CSS 4) | 7.1.1 The parish or entity provides regular opportunities to educate and train personnel on child safeguarding policies and procedures as a minimum through:   * induction [refer to Indicators 5.3.1 and 5.8.2]; and * refresher safeguarding training (at least every 3 years) |  |  |  |  |  |  |  |  |
| 7.1.2 The parish or entity’s induction and refresher safeguarding training must as a minimum cover:   * Code of Conduct [refer to Criterion 1.4] * safeguarding risk management (refer to Criterion 1.5] * Child Safeguarding Policy and procedures [refer to Indicator 1.1.1] * Complaint Handling Policy and procedures [refer to Standard 6] * reporting obligations [refer to Standard 6] * e-safety training [refer to Standard 8] |  |  |  |  |  |  |  |  |
| 7.1.3 The parish or entity keeps records of participation to ensure all personnel attend induction and refresher safeguarding training. |  |  |  |  |  |  |  |  |
| 7.1.4 The parish or entity ensures that personnel who have specific child safeguarding responsibilities, such as those appointed to the role of Safeguarding Co-ordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role.  **Please note that the Safeguarding**  **Co-ordinator role is a Professional**  **Standards Unit function.** |  |  |  |  |  |  |  |  |
| **Criteria 7.2**  Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child  (CSS 4) | 7.2.1 The parish or entity provides regular training to relevant personnel which equips them with the knowledge to:   * understand the nature and impact of child abuse; * understand the nature, factors and impact of institutional abuse; * identify risk factors, such as grooming behaviours; and * understand, identify and respond to abusive behaviours by a child towards another child. |  |  |  |  |  |  |  |  |
| **Criteria 7.3**  Personnel receive training and information to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse  (CSS 4,5) | 7.3.1 The parish or entity provides training to equip relevant personnel to appropriately respond to and support those bringing forward concerns, disclosures and allegations of child abuse [refer to Indicator 4.1.2]. |  |  |  |  |  |  |  |  |
| 7.3.2 The parish or entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures [refer to Indicator 1.6.2]. |  |  |  |  |  |  |  |  |
| 7.3.3 The parish or entity provides training to ensure personnel are aware of their reporting obligations under State/Territory legislative requirements including:   * reporting criminal behaviour to Police; * mandatory reporting to child protection authorities; * Reportable Conduct Scheme; and * reporting to other regulatory authorities or government departments. |  |  |  |  |  |  |  |  |
| **Criteria 7.4**  Personnel receive training and information on how to build culturally safe environments for children  (CSS 4, 7) | 7.4.1 The parish or entity provides cultural safety training to equip relevant personnel to create culturally safe environments for Aboriginal and Torres Strait Islander children and young people and those from culturally and linguistically diverse backgrounds. |  |  |  |  |  |  |  |  |

Resources that may help your parish or entity meet Standard 7:

INFORMATION SHEET: Reporting child-safety related misconduct and/or child abuse

TEMPLATE: Child-safety Related Misconduct and/or Child Abuse Report Form

INFORMATION SHEET: Child physical abuse

INFORMATION SHEET: Child sexual abuse

INFORMATION SHEET: Grooming

INFORMATION SHEET: Problematic sexual behaviour of children and young people

INFORMATION SHEET: Child emotional abuse

INFORMATION SHEET: Spiritual abuse

INFORMATION SHEET: Family violence

INFORMATION SHEET: Child neglect

INFORMATION SHEET: Discrimination

INFORMATION SHEET: Bullying (including cyberbullying)

INFORMATION SHEET: Responding to disclosures

INFORMATION SHEET: Child safety induction

INFORMATION SHEET: Supervision and performance management

Information about Child Safety Training is available - <https://www.cam.org.au/Child-safety-training>

**Standard 8: Safe physical and online environments**

**Physical and online environments promote safety and contain appropriate safeguards to minimise opportunity for children to be harmed.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 8.1**  Personnel identify and mitigate risks in online and physical environments without compromising a child or young person’s right to privacy, access to information, social connections and learning opportunities  (CSS 6) | 8.1.1 The parish or entity’s safeguarding risk management plan [refer to Indicator 1.5.1] addresses physical and online risks including risks arising from child to child and adult to child interactions, and the nature of physical spaces. |  |  |  |  |  |  |  |  |
| 8.1.2 The parish or entity’s policies require the use of safe online applications for children and young people to learn, communicate and seek help. |  |  |  |  |  |  |  |  |
| 8.1.3 Personnel are proactive in identifying and mitigating physical and online risks to children and young people. |  |  |  |  |  |  |  |  |
| 8.1.4 A policy is documented and implemented that ensures where one-to-one interactions between an adult and a child or young person take place, these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. This includes ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring. Where the sacrament of reconciliation is celebrated using the first form of the Rite of Penance, that is, the Rite for Reconciliation of Individual Penitents, the policy may provide for this to occur in a chapel or other space within a church that is set apart for this purpose, so long as any physical contact between the penitent and the cleric is precluded. |  |  |  |  |  |  |  |  |
| **Criteria 8.2**  The online environment is used in accordance with the parish or entity’s Code of Conduct and safeguarding policies and procedures  (VCSS 3,4, 6) | 8.2.2 The parish or entity routinely monitors the online environment, reporting and responding to breaches of its Code of Conduct or safeguarding policies in accordance with the parish’s disciplinary, complaints handling or other relevant processes [refer to Indicator 6.3.3]. |  |  |  |  |  |  |  |  |
| **Criteria 8.3**  Risk management plans [refer to Indicator 1.5.1] consider risks posed by the parish’s settings, activities and physical environments  (CSS 6) | 8.3.1 The parish or entity assesses and mitigates safeguarding risks in the physical environments under its control and/or management including buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers. |  |  |  |  |  |  |  |  |
| 8.3.2 Where an parish or entity becomes aware that a person (other than personnel of that parish) attending any of its services or activities (including sacramental and liturgical celebrations) is the subject of a substantiated complaint of child sexual abuse, or has been convicted of an offence relating to child sexual abuse, the parish or entity has in place and implements a process for assessing and managing the risks posed to children by that person’s ongoing involvement in the service or activity. |  |  |  |  |  | The Professional Standards Unit will work with the parish or entity to undertake a risk assessment in relation the person’s continuing involvement and interaction with the parish or entity to manage risks posed to children. |  |  |
| **Criteria 8.4**  Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children  (CSS 6) | 8.4.1 The parish or entity considers the risks posed to children and young people arising from any third parties engaged by the parish and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place. |  |  |  |  |  |  |  |  |
| 8.4.2 The parish or entity has conducted sufficient due diligence on all third parties who use the parish or entity’s facilities to ensure child safeguarding policies and practices are in place. |  |  |  |  |  |  |  |  |

Resources that may help your parish or entity meet Standard 8:

INFORMATION SHEET: Situational crime prevention

INFORMATION SHEET: Child safety risk management

INFORMATION SHEET: Safe Programs - Practice & behavioural guidelines

INFORMATION SHEET: Photography and Video of Children and Young People

TEMPLATE: Photographic permission form

INFORMATION SHEET: Electronic Communication Including Social Media

TEMPLATE: Consent to participate in programs

TEMPLATE: Permission to collect a child or young person

INFORMATION SHEET: Managing persons who may pose a risk to children and young people who attend your parish, agency or entity

INFORMATION SHEET: Application to programs or activities run within an archdiocesan parish, agency or entity

INFORMATION SHEET: Obligations of organisations or community groups that run or auspice community programs within an archdiocesan parish, agency or entity

TEMPLATE: Hire Agreement

INFORMATION SHEET: Child safety obligations for contractors

TEMPLATE: Child safety obligations for contractors

**Standard 9: Continuous improvement**

**Parishes and entities regularly review and improve implementation for their systems for keeping children safe.**

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 9.1**  The parish or entity regularly reviews and improves child safeguarding practices  (CSS 6) | 9.1.1 The parish or entity has a clearly documented Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices. The Child Safeguarding Implementation Plan is regularly reviewed, progress is tracked and actions/strategies updated. |  |  |  |  |  |  |  |  |
| 9.1.2 The Church Authority monitors compliance with the National Catholic Safeguarding Standards during systematic visits to parishes, ministries and/or congregational works. |  |  |  |  |  | The Catholic Archdiocese of Melbourne through the Professional Standards Unit monitor implementation and compliance with the Catholic Safeguarding Standards, the Victorian Child Safe Standards and the National Principles for Child Safe Organisations. |  |  |
| 9.1.3 The Safeguarding Committee [refer Indicator 1.2.2] coordinates annual self-audits at a local level (parishes, ministries and/or congregational works). |  |  |  |  |  |  |  |  |
| 9.1.4 The parish or entity’s Child Safeguarding Policy is subject to regular review – at least every three years. |  |  |  |  |  |  |  |  |
| **Criteria 9.2**  The parish or entity analyses concerns and complaints to identify causes and systemic failures to inform continuous improvement  (CSS 5,6) | 9.2.1 Processes are in place to analyse individual incidents or complaints relating to child safeguarding practices and/or failures. |  |  |  |  |  |  |  |  |
| 9.2.2 Processes are in place to identify and analyse systemic issues and/or patterns relating to child safeguarding practices and/or failures, and drive continuous improvement |  |  |  |  |  |  |  |  |
| **Criteria 9.3**  The Church Authority reports on the findings of relevant reviews to personnel, children, families, carers and community  (CSS 1,6) | 9.3.1 The Church Authority promotes to all its stakeholders any audit reports relating to the Church Authority, and related entities, published by Catholic Professional Standards Ltd. |  |  |  |  |  | The Catholic Archdiocese of Melbourne through the Professional Standards Unit will communicate any CPSL reports to all stakeholders. |  |  |
| 9.3.2 The Church Authority reports on findings of relevant reviews of safeguarding policies, procedures and practices to its stakeholders. |  |  |  |  |  | The Catholic Archdiocese of Melbourne through the Professional Standards Unit will communicate relevant reviews of safeguarding policies, procedures and practices to its stakeholders. |  |  |

**Standard 10: Policies and procedures support child safety**

Policies and procedures document how the entity is safe for children.

| **Criteria** | **Indicator Requirements** | **Not applicable** | **Not addressed** | **Initial / Ad Hoc** | **Defined & Developed** | **Managed & Measurable** | **What is already in place?**  **What evidence do we have of this?** | **What more do we need to do?** | **Who is responsible?**  **What is the timeframe?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria 10.1**  Policies and procedures address the National Catholic Safeguarding Standards  (CSS 2) | 10.1.1 All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities. |  |  |  |  |  |  |  |  |
| **Criteria 10.2**  Policies and procedures are accessible and easy to understand  (CSS 2,4,6,7) | 10.2.1 The parish or entity’s policies & procedures relevant to safeguarding [refer to Indicator 10.1.1] are readily available and accessible to personnel. |  |  |  |  |  |  |  |  |
| **Criteria 10.3**  Best practice policy models and stakeholder consultation inform the development and review of policies and procedures  (CSS 2,6) | 10.3.1 The parish or entity has processes in place to monitor adherence to policies and procedures relevant to safeguarding. |  |  |  |  |  |  |  |  |
| 10.3.2 The parish or entity has processes in place to develop and review its policies and procedures relevant to safeguarding. These processes include consulting with and incorporating advice from experts, children, families, carers and communities. |  |  |  |  |  |  |  |  |
| **Criteria 10.4**  The Church Authority and leaders champion and model compliance with policies and procedures  (CSS 1) | 10.4.1 The Church Authority and leaders promote and enact all policies and procedures relevant to safeguarding. |  |  |  |  |  |  |  |  |
| **Criteria 10.5**  Personnel understand and implement the policies and procedures  (CSS 4,6) | 10.5.1 The parish or entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures. |  |  |  |  |  |  |  |  |

1. National Catholic Safeguarding Standards; Edition 1 2019 Self-Assessment of Compliance <https://www.cpsltd.org.au/media/1438/cpsl-self-assessment-of-compliance-all-stds-may-2019.pdf> [↑](#footnote-ref-1)