

Safeguarding Induction Resource

PURPOSE

A thorough induction is the first step in formally introducing new personnel (clergy, parish staff and volunteers) to the culture, policy and processes in relation to safeguarding within the Archdiocese.

Induction provides an opportunity for new personnel to become aware of their child safeguarding responsibilities, including reporting obligations, while also learning of specific and shared safeguarding responsibilities or concerns in the parish or entity.

This is a component of the Catholic Archdiocese of Melbourne Safeguarding Children and Young People Framework, which is informed by the Victorian Child Safe Standards (VCSS), the National Catholic Safeguarding Standards (NCSS) and the National Principles of Child Safe Organisation. These standards require parishes and relevant entities to have robust human resource management, which includes inductions programs to protect and promote the safety of children and young people.



The purpose of this Safeguarding Induction Template is to assist parishes or entities within the Catholic Archdiocese of Melbourne to ensure personnel receive an appropriate induction and are aware of their child safeguarding responsibilities, including reporting obligations.

The Archdiocese is committed to the safety, wellbeing and dignity of all children, young people and vulnerable adults.

Safeguarding Induction Resource

The creation of this resource is the result of direct feedback and consultation from parishes for an induction template that outlines all necessary safeguarding concepts that form part of a thorough induction for new personnel.

This Safeguarding Induction Template provides parishes or entities a starting point from which the content can be adapted to fit the specificity of their parish's induction, a new personnel's position/role, or complement a pre-existing induction.

Other benefits in providing a thorough induction include:

- New personnel have an opportunity to experience and begin to immerse themselves in the parish's or entity's safeguarding culture.
- An increase in a person's confidence in their new role/position.
- Induction provides an opportunity for questions to be asked by either party.
- The parish can retrieve vital information such as their contact details and emergency contact details.
- An in-person induction allows an opportunity for the new personnel to sign the Code of Conduct Declaration (COC) and return it immediately.
- An opportunity for the new personnel to create or register their Working with Children Check (WWCC) with the assistance of the personnel performing the induction.
- The parish can inform the new personnel of OH&S emergency procedures.
- Review and discuss the role description with the inductee in order to outline expectations and role boundaries.

Further examples of the benefits of a thorough induction can be found in our [Child Safety Induction Information Sheet](#).

Some of the Safeguarding Framework resources have also been translated into 11 community languages which parishes may find useful for people from culturally and linguistically diverse backgrounds. These translated documents can be accessed [here](#).

AUDIENCE

The Safeguarding Induction Template is for, but not limited to, parishes and entities when creating a safeguarding induction program for new volunteers and employees. The Safeguarding Induction Template may also be utilised in any other parish or entity programs, activities or events or for any other personnel the parish or entity deems relevant.

HOW TO USE

The Safeguarding Induction Template PowerPoint slides are locked and content cannot be edited. To use the PowerPoint, you will need to copy across the slides that your parish or entity wish to utilise or use the PowerPoint in its entirety.

Please note when developing an induction presentation for your parishes or entities the format we have provided you with is a guide and can be modified to suit your parishes context.

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For ease of use, the PowerPoint has been divided into the following sections:

SECTION	CONTENT	SLIDES
Introduction	Welcome Acknowledgements of Country Acknowledgement of Victims and Survivors Message from Archbishop Peter Comensoli Self-Care Plan	1-6
Context of Safeguarding	Why is Safeguarding Important? The Royal Commission into Institutional Responses to Child Sexual Abuse and the Victorian Betrayal of Trust findings	7-10
Safeguarding Children and Young People Framework	Organisations Standards which inform CAM's Framework Safeguarding Culture & Responsibilities Safeguarding Committees CAM's Policy, COC and Commitment Statement	11-20
Responding and Reporting	Types of & Defining Abuse The Impacts of Abuse Legal and Ethical Reporting Requirements and Legislation	21-32
Further Information	SU Contact Information Further Resources on CAM's Website	33-35



CATHOLIC ARCHDIOCESE
OF MELBOURNE

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