



Form 4 – Our Parish Safeguarding Policy and Procedures

1. Valuing our young parishioners and vulnerable individuals

Children have a very important place in our parish. We celebrate their faith at Baptism, Reconciliation, First Holy Communion and Confirmation; they are the life and focus of our parish schools; their energies and initiatives play a vital role in many of our parish activities. We are always eager to encourage their active participation in parish life.

We realise that valuing young people means valuing volunteers as well: insisting on safe practices, eliminating the necessity for people to take risks, designing out crime by improved Church environments and providing support for a healthier and safer gathering. This information informs parish clergy, lay employees and Church workers (paid and unpaid), of the procedures for all Church-related activities and circumstances involving people under the age of eighteen and vulnerable individuals.

Activities involving our parish schools are governed by each school's Child Protection Policy, ratified by the Board of Management and the Catholic Education Office of Western Australia.

Children should be informed of their rights, taken seriously and included in the decision-making process where they are affected.

It is important that, from the outset, we make and emphasise the following confidentiality statement in accordance with the guidelines of the civil authorities:

Where safeguarding children concerns arise, information must be shared on a 'need to know' basis in the best interests of the child. Sharing information in this regard is not a breach of confidentiality. It is best practice that parents and children are informed when personal information is being shared, unless doing so could put the child at further risk.

2. Parish Safeguarding Officers

Some adults in the Diocese of Broome will undertake child protection training and have been appointed to the role of Parish Safeguarding Officers. One appointed, they can be contacted through the parish office or via the posters in the church entry. The Parish Safeguarding Officers have been selected because they have good listening skills and sufficient knowledge about safeguarding children issues. They are familiar with parish activities and are available to our volunteers and parishioners to help us create a child-friendly and child-safe environment in our parishes.

The parish Safeguarding Officers will be required to:

- be a source of support, advice and information on all matters of safeguarding children and vulnerable individuals in the parish
- be the first point of contact for children, vulnerable individuals and other members of the parish community regarding suspicions of abuse and other safeguarding concerns
- respond to all safeguarding concerns in line with the Safeguarding Handbook, reporting these concerns to the Diocese of Broome Safeguarding Officer and other authorities, as needed



- keep the Diocese of Broome Safeguarding Officer informed of all concerns, responses and activities relating to safeguarding children and vulnerable individuals of the parish community. When applicable, the parish will be informed
- raise the profile of safeguarding in the parish, ensuring that it remains a high priority, and report on any issues or concerns with the implementation of the safeguarding policy and procedures
- assist with proactive measures within parishes to safeguard children
- ensure all Church workers (paid and unpaid) who are in child-related work have been provided with safeguarding policies and procedures contained in the Safeguarding Handbook
- ensure all statutory requirements are met within parishes in respect to the safeguarding of children and vulnerable individuals

The contact details of the Parish Safeguarding Officers will be available on the Safeguarding Children notice in the church entry and on the parish or Diocese of Broome website.

3. Good practice for working with children

Parishes must be fully committed to the guidelines outlined in Form 7 Developing Safe Practices and all relevant Church policies on child protection. The Form 6 Code of Behaviour for all Church Workers (paid and unpaid) working with children must be read and adhered to by all Church workers.

4. Recruiting and supporting our parish volunteers

When recruiting or selecting parish volunteers, we will ensure that the Form 2 Declaration is completed by all staff and volunteers (paid and unpaid) who work with children in Church-related activities.

Training will be provided, not only for recruits but for all volunteers, to maintain standards and good practice. Parish Safeguarding Officers will assist in facilitating this support.

If a grievance issue arises, refer to the Diocese of Broome Dispute Resolution Policy and also follow the procedures listed in the Form 9 Guidance on dealing with non-compliance with the Safeguarding Policy.

5. Developing safe practices for involvement in parish activities

A guidance document is available for Church workers (paid and unpaid) on what to do to keep children safe before, during and after their involvement in Church-related activities. The document is included as Form 7 Developing Safe Practices.

The form used to obtain consent from parents or carers prior to children participating in an activity or event is included as Form 10 Parental Consent. When asking parents/carers to complete this form, please provide a copy of Form 12 Code of behaviour for children taking part in Church activities to discuss with their children.



6. Responding to safeguarding children concerns

When concerns are raised about the welfare of any child taking part in parish-related activities, whether suspected or disclosed, these will be brought to the attention of a Parish Safeguarding Officer or directly to the Diocese of Broome Safeguarding Officer (0408 018 682) who will report to the Department for Child Protection and Family Support if necessary. These concerns can be from any of the five different categories: neglect, emotional, family violence, physical and sexual abuse. All parish clergy, staff and volunteers (paid and unpaid) will be provided copies of this guidance document – Form 5 Procedures for responding to concerns, suspicions, allegations or disclosures of abuse.

If members of a parish disclose concerns to parish staff or volunteers, it is our aim that they will feel comfortable about voicing the matter in a safe, supportive, understanding and sensitive environment.

We cannot guarantee absolute confidentiality to a person who wishes to speak about a situation of abuse or suspected abuse; however, every effort will be made to maintain confidentiality.

We will ensure that the procedure on Form 5 Procedures for responding to concerns, suspicions, allegations or disclosures of abuse is followed in responding and will complete the Form 3 Child concern referral.

All Church workers are expected to deal with concerns, suspicions, allegations or disclosures of abuse by bringing the information to a Parish Safeguarding Officer, who will refer the matter to the Diocese of Broome Safeguarding Officer. (This does not apply to situations involving the Sacramental Seal, which is inviolable.)

7. Responding to complaints against a parish worker

Any concerns or grievances about how a parish provides for child safety, supervision and protection will be taken very seriously and dealt with appropriately. Please note:

- it is paramount that precedence is given to the care of children above all other factors,
- advice will be sought to ensure fair procedures
- all efforts will be made to deal with these matters with justice for all and within an appropriate timescale.

Complaints/concerns raised about a Church worker should be forwarded to the Diocesan Safeguarding Coordinator who will report the matter to the appropriate authority. In the event, you cannot contact the Diocesan Safeguarding Officer. If the matter is urgent, individuals should contact the Department for Child Protection and Family Support, Western Australian Police or the Professional Standards Office, after which a report [Form 17 Incident Report form](#) and a [Form 3 Child Concern Referral](#) is to be provided to the Diocesan Safeguarding Coordinator as soon as possible. The Diocesan Safeguarding Coordinator will also report the matter to the Bishop if necessary.

Where a [Form 3 Child Concern Referral](#) implicates a Church worker, a [Form 15a - Cessation of child-related work](#) will be issued. The Church worker must refrain from contact with any children until after an assessment is completed by the Diocesan Safeguarding Coordinator and the Professional Standards Office. The Church worker will be advised of the outcome.



8. Parish record keeping

Application Forms, Declaration Forms, Working with Children Cards and all other documentation associated with recruitment and selection are to be stored securely. Access is to be restricted to the parish priest, Parish Safeguarding Officers and Diocesan Safeguarding Officer.

Records of each activity involving children must be stored securely. This will include: parental consent, program /activity details, attendance, incident records, necessary medical details etc.

Written confidential records of all complaints are to be forward to the Diocesan Safeguarding Coordinator, where they will be stored securely. These documents will be available upon request, if and when required.

9. Audits

All parishes will be required to undergo an annual self-audit which will ensure that relevant Safeguarding Children Policy and Procedures are followed. The self-audit will be carried out in accordance with Form 11 Parish Self-Audit.

Catholic Professional Standards Limited will audit and report on the compliance of each Church authority (Diocese or religious institution) against the National Catholic Safeguarding Standards. Audit reports on each Diocese will be made public.

10. Continuous improvement

Continuous improvement, demonstrating accountability, best practice and transparency is reflected in the ongoing adherence, audit and evaluation of the Safeguarding Handbook.

Any queries regarding this information can be directed to:

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