

IS YOUR PARISH SAFEGUARDING AWARE?



☐ Is the Diocesan Safeguarding Commitment Statement displayed in the Church or Parish Office?

☐ Do you have child safe posters and safeguarding posters visible in your Parish?

☐ Do your Parishioners know who the Safeguarding Contact Person is for your Parish? Is it in your bulletin?

☐ Are the events run in your Parish covered by a Risk Assessment?

REMINDER!

Always be in line of sight of another adult, when with a child (2 adult rule)

Have separate vesting areas for altar servers

Parish Confessionals are in line with the Diocesan Confessional Norms

Separate and private living quarters for clergy

CONTACT US

We are here to help and support

 (02) 6771 8700

 safeguarding@armidale.catholic.org.au



DIOCESE OF
ARMIDALE

for Clergy and
Safeguarding Contact
Person

CREATING A *CARING* PARISH

Safeguarding Basics



ARE YOU KEEPING RECORDS?

DO YOU HAVE A PARISH REGISTER OF VOLUNTEERS/ EMPLOYEES WHICH INCLUDES?

- ☐ Full name and DOB of all Parish employees and volunteers
- ☐ Position/ role within the Parish
- ☐ Record of who signed the Code of Conduct
- ☐ WWCC details (including verification details)
- ☐ Police Check/ declaration details (if applicable – refer to screening requirement matrix on the website)
- ☐ Safeguarding training attendance

Other Parish records required:

- Complaints Register
- Register for those taking Holy Communion to the sick
- Roster for all other home visitors
- Altar Server record register

IF SOMEONE DISCLOSES HARM TO YOU, HOW DO YOU RESPOND?

REASSURE

Listen, stay calm, believe the child or adult, acknowledge that they have done the right thing by telling you.

Ask these two questions:
1) Is this still happening?
2) Have you told someone about it?

RECORD

Record anything that you are told or what you observe.

Include the date, time, parties involved and sign and date your notes.

REPORT

Remember! You have obligations to report by law.

REPORTING

DO YOU KNOW WHAT YOUR LEGAL OBLIGATIONS ARE?

REPORT TO POLICE



Failure to report: All adults must report to police if they know, believe or reasonable ought to know that a child (under 18) has been abused.

Failure to protect: An adult working in child related work will commit an offence if they know another adult working there poses a serious risk of abusing a child (under 18 years), and they have the power to reduce or remove the risk, and they negligently fail to do so.

MANDATORY REPORTERS



Mandatory Reporter: any person in religious ministry or a person providing religion based activities to children, or if you are required to hold a WWCC.

Must report to *Department of Communities and Justice (DCJ)* when you have reasonable grounds to suspect a child 0-15 years old is at risk of significant harm.

REPORTABLE CONDUCT

Report to the Diocese if you notice that other employees or volunteers are engaging in or have been convicted of reportable conduct. The Diocese has to report this to the *Office of Children's Guardian (OCG)* within 7 days.