

CATHOLIC ARCHDIOCESE OF SYDNEY PARISH SAFEGUARDING SELF ASSESSMENT AND CONTINUOUS IMPROVEMENT ACTION PLAN 2018

The objectives of the self-assessment and continuous improvement action plan (action plan) are to:

1. Build and strengthen a culture of Safeguarding children and vulnerable people within the parish community.
2. Support and assist parishes within the Catholic Archdiocese of Sydney to understand, implement and comply with the Draft National Catholic Safeguarding Standards.
3. Support and assist parishes within the Catholic Archdiocese of Sydney to understand, implement and comply with legislative requirements, reporting obligations and CAS policy, protocols and guidance documents.
4. Identify potential risk of harm to children in the parish and strive for continuous improvement strategies to protect children, young people and vulnerable adults.

Introduction: Welcome to the 2018 Parish Safeguarding Self-Assessment and Continuous Improvement Action Plan (Action Plan)

The Archdiocese of Sydney (CAS) is wholly committed to ensuring the safety, well-being and dignity of all children and young people. CAS provides policy, protocol, guidelines, advice, training, and resource materials whilst working alongside clergy, parish communities and agencies to ensure safe parishes and communities for all those involved with the parish community.

This self-assessment and continuous improvement action plan (Action Plan) are tools to assist the Archdiocese's parishes in reviewing the safeguarding measures they have in place currently and to identify further work that needs to take place within the parish to ensure compliance with the Standards. The 2018 Parish Safeguarding Self-Assessment tool has been developed using the 10 Child Safe Standards provided by the Royal Commission into Institutional Child Sexual Abuse and the Catholic Professional Standards Ltd's (CPSL) 10 National Catholic Safeguarding Standards.

The National Catholic Safeguarding Standards are designed to ensure Catholic Church entities have a child safe culture and practices that are in accordance with legislative requirements, the Australian community's expectations and Gospel values. The rationale for each question in the self-assessment tool is its relationship to an outcome indicator in the corresponding standard of the National Catholic Safeguarding Standard.

Steps to complete the self-assessment and follow-up Action Plan

Step 1: Complete the self-assessment by clicking on the appropriate box in the **Yes** or **No** column of each question and providing additional information as required. This document has been converted into a Form that can be completed in Microsoft Word for your convenience.

Step 2: If your parish has more than one Church you will need to complete a self-assessment for each of the Churches.

Step 3: Identify the gaps when you answer "**No**" to a question this indicates a need to implement additional measures and these gaps in practice should be transferred to Safeguarding Action Plan for Continuous Improvement

Step 4: Action Plan Each parish is required to develop a Safeguarding Action Plan for Continuous Improvement (Action Plan). The aim of the Action Plan is help you identify areas within your parish that need improvement and to formulate actions and timelines to achieve this. The 2018 Action Plan builds upon the 2017 Action Plan so if there are any actions from your 2017 Action Plan that have not been addressed please carry them over to your 2018 Action Plan.

Step 5: Send the Self-Assessment and Continuous Improvement (Action Plan) to your Parish Council for sign off.

Step 6: Return the signed self-assessment and Continuous Improvement (Action Plan) to please forward a copy to Trish Larkin on Level 16 of the Polding Centre, 133 Liverpool Street Sydney 2000 or email to trish.larkin@sydneycatholic.org.

Attachment A of this document provides a template for a **Safeguarding Action Plan for Continuous Improvement (Action Plan)** for the parish. **Please share your results and improvements with the Parish Council prior to submitting the completed questionnaire to the Safeguarding Office.**

For support and assistance with this self-assessment and development of your Action Plan please, contact Trish Larkin from the Safeguarding Office on 93905813 or trish.larkin@sydneycatholic.org

Name of Parish: [Click or tap here to enter text.](#)

Name of Parish Priest: [Click or tap here to enter text.](#)

Date: [Click or tap here to enter text.](#)

Name of PSSO: [Click or tap here to enter text.](#)

Standard 1.	Committed leadership, governance and culture <i>The leadership and governance arrangements of Church entities promote an all-inclusive, welcoming environment for children and provide the foundation for transparent, accountable and risk based approaches to ensure child safety</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 1 Indicators.
Q1.1	Have you recruited a Parish Safeguarding Support Officer (PSSO) in your parish?	<input type="checkbox"/>	<input type="checkbox"/>	1.2.7 Church personnel feel empowered to have a say in, and influence decisions about child safeguarding.
Q1.2	Is safeguarding of children and young people a standing agenda item for your Parish Council? (evidence from Parish Council agenda/minutes of meetings)	<input type="checkbox"/>	<input type="checkbox"/>	1.4.2 Leaders of the Church manage child safety risks effectively, through regular monitoring, reporting and review of risks.
Standard 2.	Children are safe, informed and participate <i>Children are informed about their rights, are given the opportunity to participate in decisions which affect them and their views are taken seriously.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 2 Indicators.
Q2.1	In your parish, do you openly display contact details for independent child advocacy services and child helpline telephone numbers, and explain their use to children?	<input type="checkbox"/>	<input type="checkbox"/>	2.1.2 The Church entity ensures children are made aware of their right to be safe from abuse and are informed whom to contact if they have concerns.

Q2.2	Are you displaying in your parish and promoting to children the poster and prayer card proclaiming the <i>Rights and Responsibilities for Children in the Archdiocese of Sydney</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	2.1.1 The Church entity includes the views of children in the development of safeguarding policies, strategies and when making decisions.
Standard 3.	Partnering with families, carers and communities <i>Families, carers and communities are informed and involved in promoting child safety</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 3 Indicators
Q3.1	Have you informed the congregation, (including parents) of the CAS policy on the <i>Care, Wellbeing and Protection of Children and Young Persons</i> , is this displayed in your parish and have you informed parishioners where they can find a copy? (Evidence: from Parish Bulletin's or display in the Church foyers)	<input type="checkbox"/>	<input type="checkbox"/>	3.1.1 The Church entity supports and encourages families and carers to take an active role in monitoring children's safety when participating in Church activities.
Q3.2	Have you made families, carers and the community aware of who holds leadership roles within the parish and the roles they hold such as Priest of the Parish, PSSO, Parish Council, and Finance Council? (Evidence: in Parish Bulletin's, notice to parishioners, letters from the Archbishop etc.)	<input type="checkbox"/>	<input type="checkbox"/>	3.4.1 The Church entity ensures families, carers and community are aware of relevant Church leadership and the role of these leaders.
Standard 4	Equity is promoted and diversity is respected <i>Equity is upheld and diversity needs are respected in policy and practice</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 4 Indicators
Q.4.1	Do you actively consider the diverse needs of children and the vulnerable in your parish? (Evidence: through Parish Council meeting or sacramental programs)	<input type="checkbox"/>	<input type="checkbox"/>	4.1 The Church entity actively anticipates children's diverse circumstances and backgrounds and responds effectively to those who are vulnerable

Q4.2	Is the <i>Safeguarding Journey</i> Poster and <i>Someone will Listen to You</i> Card displayed and available for children to read and has the parish distributed to children the <i>Someone Will Listen to You</i> card and encouraged children to identify and write on the card their three trusted adults?	<input type="checkbox"/>	<input type="checkbox"/>	4.3 All children have access to information, support and complaints processes
Standard 5.	Robust human resource management <i>Church personnel are suitable and supported to implement safeguarding in practice</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 5 Indicators
Q5.1	Do you ensure that all visiting clergy follow the Visiting Clergy Protocol and use the Visiting Clergy Register? (Evidence: copy of Register)	<input type="checkbox"/>	<input type="checkbox"/>	5.1.4 Screening procedures include appropriate verification of potential personnel's identity, qualifications and professional registration.
Q5.2	Can your parish evidence that they are following the Archdiocese Policy and Protocol for recruitment of parish staff and volunteers? (Evidence: a file for each person with paperwork showing their recruitment process, reference checks, WWCC verification, employment contract or Volunteer Agreement)	<input type="checkbox"/>	<input type="checkbox"/>	5.1 Recruitment practices, including advertising, screening and selection of Church personnel, emphasise child safeguarding
Standard 6.	Effective Complaint management <i>Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and Church personnel.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 6 Indicators
Q6.1	Are you documenting any concerns brought to your attention or complaints that have the potential to harm a child and reporting and seeking further expert advice from the Safeguarding Office? (Evidence: copy of the Record of Complaints Register)	<input type="checkbox"/>	<input type="checkbox"/>	6.2.2 A process is in place to record all complaints, incidents, allegations, suspicions and referrals

Q6.2	Have you promoted, distributed and informed the congregation about the <i>Listening to You Card</i> for raising concerns and feedback? Is the card readily available in your Church for anyone to pick up? (Evidence: Listening to You Cards in the Church foyer, Policy and Protocols on complaints on Archdiocese website and evidenced that parishioners have been informed about this via Bulletin)	<input type="checkbox"/>	<input type="checkbox"/>	6.1.1 The Church entity has a complaints management system that is publically available, accessible, age appropriate and child friendly
Standard 7.	Ongoing education and training <i>Church personnel are equipped with knowledge, skills and awareness to keep children safe through information, ongoing education and training.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 7 Indicators
Q7.1	Have the priests of the parish attended Safeguarding Training Level 1, 2 and 3 or are they registered for training? (Evidence: certificates of participation in Safeguarding Training)	<input type="checkbox"/>	<input type="checkbox"/>	7.1.2 At least annually, Church personnel undertake refresher training in relation to the Church entity's Child Safeguarding policies and procedures
Q7.2	Have all the parish staff and volunteers who are engaged in parish activities with children attended an Induction Safeguarding Session? (Evidence: certificate of participation on personnel file, training register in the parish)	<input type="checkbox"/>	<input type="checkbox"/>	7.1.1 All Church personnel must participate in a Safeguarding Induction program, documented by the Church entity, before work with children begins
Standard 8.	Safe physical and online environments <i>Physical and online environments promote safety and contain appropriate safeguards to minimize the opportunity for children to be harmed.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 8 Indicators
Q8.1	Have you completed a risk assessment and control plan for all parish activities involving children in your parish?	<input type="checkbox"/>	<input type="checkbox"/>	8.0 Physical and online environments promote safety and contain appropriate safeguards to minimize

	(Evidence: Copies of Risk Assessments available for past activities)			the opportunity for children to be harmed
Q8.2	Have you informed the parish community about the recommendations from the Archbishop on conducting Reconciliation, and are these recommendations readily available? (Evidence: Parish Bulletin, available in the Church /foyer /letters to those undertaking the sacrament)	<input type="checkbox"/>	<input type="checkbox"/>	8.1.2 A policy is clearly documented and implemented that requires the rite of confession for children to be conducted only in an open space within the clear line of sight of another adult
Standard 9.	Policies and procedures support child safety <i>Policies and procedures document how the Church entity is safe for children.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 9 Indicators
Q9.1	Have you made the parish community, staff and volunteers of the parish aware that the Archdiocese Policy, Protocols and guidelines are public documents and available on the Archdiocese website? (Evidence: Parish website information, bulletins, newsletters)	<input type="checkbox"/>	<input type="checkbox"/>	9.2.1 Policies and procedures are readily available and accessible to all Church personnel
Q9.2	Do all employees/volunteers, who have access to children, have a current verified WWCC and have they signed that they understand and will abide with the CAS Code of Conduct for Working With Children? (Evidence: verified WWCC and copies of signed Code of Conduct in personnel files)	<input type="checkbox"/>	<input type="checkbox"/>	9.1.1 All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities

Standard 10.	Regular Improvement <i>Church entities regularly review and improve implementation of their systems keeping children safe.</i>	Yes	No	Rationale – Link to National Catholic Safeguarding Standard 10 Indicators
Q10.1	Have you completed all the identified improvements from your 2017 Parish Safeguarding Continuous Improvement Plan? (Evidence: submitted to Parish Council to sign off)	<input type="checkbox"/>	<input type="checkbox"/>	10.1 The Church entity regularly reviews and improves child safeguarding practices
Q.10.2	Can you identify two changes you have made in the parish to Improve the way children, young people and vulnerable adults are protected from potential harm? Please list those changes below: 1. Click or tap here to enter text. 2. Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	10.1.3 The Child Safeguarding Action Plan is regularly reviewed, progress is tracked and actions/strategies updated

ATTACHMENT A

PARISH SAFEGUARDING ACTION PLAN FOR CONTINUOUS IMPROVEMENT 2018

Parish: Click or tap here to enter text.

Self-Assessment Standard	Area for Improvement	Action required	By whom	Timeframe and close out
Standard No: Click or tap here to enter text. Question No: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Standard No: Click or tap here to enter text. Question No: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Standard No: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Question No: Click or tap here to enter text.				
Standard No: Click or tap here to enter text. Question No: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Add extra rows if required.

Parish priest to date and sign SAFEGUARDING ACTION PLAN FOR CONTINUOUS IMPROVEMENT 2018/2019

Parish Council to review and Chair of Parish Council to sign and date the Action Plan:

Parish Priest: Click or tap here to enter text.

Signature:

Date Signed: Click or tap here to enter text.

Chair of Parish Council:

Signature

Date Signed