National Catholic Safeguarding Standards

Diocese of Darwin

Catholic Professional Standards Ltd acknowledges the lifelong trauma of abuse victims, survivors and their families, the failure of the Catholic Church to protect, believe and respond justly to children and vulnerable adults, and the consequent breaches of community trust.

Catholic Professional Standards Ltd is committed to fostering a culture of safety and care for children and vulnerable adults.

This report is available on the Church Reports page of the CPSL website

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1.   Executive Summary

1.1   Context

Catholic Professional Standards Limited (CPSL) was established by the Australian Catholic Bishops Conference (ACBC) and Catholic Religious Australia (CRA) in response to the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission), presented on 15 December 2017 to the Governor General of Australia.

As part of its constitutional mandate, CPSL has developed the National Catholic Safeguarding Standards (NCSS), to provide the framework for Catholic Church entities to build safe cultures and environments and to ensure that safeguarding practices are consistently applied across the Catholic Church in Australia.

The first edition of the NCSS was formally released on 30 May 2019 and applies to all Catholic ministries, including Catholic dioceses, religious institutes, institutions providing education, health and aged care, social and community services, pastoral care and other services. CPSL has also established a risk-based audit program to assess compliance with the NCSS.

This audit report includes the results of the NCSS compliance assessment for the Catholic Diocese of Darwin (Diocese).

1.2   Background

The Diocese of Darwin is the face of the Catholic Church in the Northern Territory, comprising 18 parishes which geographically cover almost the whole of the Northern Territory - an area of 1,352,212 square kilometres (the Diocese of Port Pirie currently looks after part of the Northern Territory near Yulara - from January 2020, the Diocese of Darwin will be assisting the Diocese of Port Pirie with ministry to this community).

The Diocese has 25 active or retired clergy and 7 paid staff working in the diocesan office. There are also more than 500 volunteers undertaking a variety of ministries across the Diocese, including membership on councils and committees; appointment to working groups and planning committees; involvement in care and concern groups; and participation in general parish activities including liturgical and music groups, sacramental programs and youth ministries. The Diocese has significant mission to Indigenous people in five major Aboriginal communities throughout the Northern Territory and provides priests for these Aboriginal parishes, to both fulfil the Catholic mission and to fully immerse into Indigenous culture and establish deeper connections in the performance of pastoral duties.

The Diocese has 18 Catholic Schools which educate nearly 5,200 students, under the management of the Northern Territory Catholic Education Office. CatholicCare NT is the social services arm of the Diocese, working in partnership with various levels of government and the community in responding to local needs through 17 offices throughout the Northern Territory. Note that the activities of Northern Territory Catholic Education and CatholicCare NT were out of scope for this audit (refer to section 1.3 Audit Approach).

The current Bishop of Darwin, Charles Gauci DD, was installed on September 26, 2018. He is supported by Vicar General, Rev Malcolm Fyfe, MSC VG.

The Diocese of Darwin has been assessed as a "Category One" Church entity for application of the NCSS (Working with Children). There are 10 NCSS Standards, 49 NCSS Criteria and 111 NCSS Indicators that apply to Category One entities. For further details of the category system and the Indicators which are applicable, refer to the NCSS documentation available on the Audit Framework page of the CPSL website.

Our assessment of the Diocese's compliance with the Category One Indicators is detailed in Section 2 of this report.

Our recommendations for improvement, including the Diocese's management responses are included in Section 3 of this report.

The full audit report will also be publicly available on the Church Reports page of the CPSL website.

1.3   Audit Approach

The NCSS seek to build a culture of shared responsibility for safeguarding and to ensure that policies, practices and codes of behaviour work in unison to prevent, detect and respond appropriately to potential or actual incidents of child abuse.

In this context, the audit processes we have undertaken are intended to provide reasonable assurance that safeguarding controls have been designed appropriately and are operating effectively. Accordingly, this report provides a point-in-time assessment of the safeguarding practices implemented by the Catholic Diocese of Darwin and the extent of compliance with the requirements of the NCSS.

The focus of this audit was on ministries and activities conducted in parishes and the parish volunteer network, which are not subject to external assurance processes. Our testing procedures included the following:

- interviews, observations and enquiry with diocesan and parish leadership, clergy and relevant personnel;
- documentation and policy review;
- assessment of the design of safeguarding controls implemented by the Diocese; and
- testing of the operation of safeguarding controls implemented by the Diocese.

Audit activities were conducted at the diocesan offices in Darwin and the audit team also visited and assessed the safeguarding practices at six parishes (33%) chosen randomly across the Diocese (see Appendix C for a list of parishes visited).

As part of this audit, we also held meetings and discussions with key personnel at CatholicCare NT as well as the Northern Territory Catholic Education Office. The activities of these entities, including their child safety practices, are subject to existing regulatory requirements and external accreditations. Under the CPSL audit framework, these entities are not re-audited by CPSL, although both entities were required to provide declarations to CPSL regarding the extent of regulation and audit processes that are in place.

The findings, recommendations and management actions in this report pertain solely to the diocesan ministries and activities which are not subject to existing assurance processes, and should not be construed as applying in any way to the activities of the Northern Territory Catholic Education or CatholicCare NT.

1.4   Overall Audit Findings

Compliance with the NCSS Indicators has been assessed using a four-point maturity scale.[1]

Our assessment indicates that the Diocese has fully implemented or has substantially progressed in the implementation of 92 (89%) of the 103[2] Indicators which are relevant to their operations.

A further nine Indicators (9%) are in the initial stages of implementation.

Two Indicators (2%) are yet to be addressed. These relate to the inclusion of safeguarding elements in staff and volunteer performance appraisals, and the development of cultural safety training.

The key findings from the audit are summarised below.

NCSS Standard 1 – Committed Leadership, Governance and Culture

The Diocese has a strong, public commitment to the safeguarding of children and has a dedicated Child Safety Co-Ordinator as well as a Bishop's Advisory Council which is responsible for overseeing the implementation and monitoring of the NCSS across the Diocese. All parishes reviewed as part of this audit were fully aware of the importance of safeguarding and had either appointed or were in the process of appointing dedicated Parish Safeguarding Officers.

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[1] Refer Appendix A for definitions of the maturity scale used for the Compliance Assessment.

[2] Of the 111 NCSS Indicators applicable to Category One, 8 of these are not relevant to the Diocese of Darwin's operations.

The Diocese has recently created a suite of safeguarding documents, tools and resources which has been disseminated to the parishes and which is easily accessible on the diocesan website through a dedicated "safeguarding children" webpage.

A Child and Youth Risk Management Strategy and Policy have been developed, together with templates to assist parishes with assessing key safeguarding risks within their ministries. Parishes reviewed during this audit were in the process of documenting and finalising their risk assessments, which will be provided to the diocesan Child Safety Co-Ordinator for review and used to inform the development of a safeguarding risk register at the diocesan level.

NCSS Standard 2 – Children are safe, informed and participate

NCSS Standard 3 – Partnering with families, carers and communities

NCSS Standard 4 – Equity is promoted and diversity is respected

The Diocese has provided families and communities with information on safeguarding matters. This includes specific sermons/discussions on safeguarding during Mass, promotion of safeguarding and participation in Child Protection Week and proactive dissemination of safeguarding information and materials by parishes through the dedicated Parish Safeguarding Officers. These activities will now be extended to gathering family and community feedback on safeguarding practices, to further inform and drive continuous improvement across the Diocese.

A suite of child-friendly materials to inform children about their rights and provide them with information regarding safeguarding practices, as well as how to raise concerns or complaints, has recently been developed and is being rolled out across the Diocese.

Due to the multicultural nature of the Diocese, with several Masses being conducted in languages other than English, there is an active focus on diversity in all of the Diocese's policies and practices, as well as a specific emphasis on engagement and collaboration with Indigenous communities. Whilst these multicultural practices are in place, key child safeguarding policies and messages have not yet been made available in multiple languages.

NCSS Standard 5 – Robust human resource management

Formal monitoring systems are in place for the management of working with children checks (Ochre Cards) for employees and volunteers and the Diocese has recently updated its Recruitment and Screening Policy to include safeguarding elements in all of its advertising, interviews, referee checks and pre-employment screening for employees and volunteers. However, annual performance reviews for employees and key volunteers are not formally documented and do not include reference to safeguarding requirements.

The implementation of professional/pastoral supervision as well as formal performance reviews, as required by the NCSS, are relatively new requirements for the Diocese. The Diocese is in the process of rolling out procedures in relation to professional/pastoral supervision and is reviewing its performance review processes for clergy.

Whilst there are screening procedures and induction processes in place for clergy from overseas, the retention and maintenance of this information on the relevant clergy files needs improvement.

NCSS Standard 6 – Effective complaints management

The CPSL audit does not re-assess the outcomes of individual complaints. The audit focuses on reviewing current complaint management practices, including policies and procedures in place to prevent, detect, report and respond to all incidents and complaints, and the associated training, awareness and education available for all personnel.

The Diocese has strong procedures for complaints handling, with formal risk management practices in place to address potential incidents or concerns.

In addition, there is ongoing engagement and interface with the Catholic Professional Standards Office (South Australia/Northern Territory) which provides advice, assistance and complaints handling support to the Diocese in responding to potential allegations/disclosures.

NCSS Standard 7 – Ongoing education and training

Whilst the Diocese has provided training to clergy and parishes on a range of safeguarding topics in 2019, a framework for the provision of regular safeguarding induction training to new staff and volunteers is still in development.

Training on cultural safety (i.e. creating culturally safe environments for all children) has not yet been addressed.

NCSS Standard 8 – Safe physical and online environments

Processes to manage third party contractors are informal and applied on a case-by-case basis. These processes need to be standardised across the parishes.

Active monitoring of internet usage and web browsing by personnel within the diocesan and parish offices is in the early stages of being implemented.

NCSS Standard 9 – Continuous improvement
NCSS Standard 10 – Policies and procedures support child safety

The Diocese has a Safeguarding Implementation Plan which will be updated to include the actions arising from the CPSL audit. The Diocese also plans to monitor compliance with the NCSS through a parish self-audit program which will be overseen by the Bishop's Advisory Council.

The following table shows the overall compliance assessment for each of the Standards.

National Catholic Safeguarding Standard	# NCSS Indicators (Category One)	Not Relevant to Diocese of Darwin (NR)	Assessment of Compliance			
			Managed & measurable (M)	Defined & developed (D)	Initial / Ad hoc (I)	Not addressed (N)
1: Committed leadership, governance & culture	*16*	2	8	6	-	-
2: Children are safe, informed and participate	*5*	-	4	1	-	-
3: Partnering with families, carers and communities	*6*	-	4	-	2	-
4: Equity is promoted and diversity is respected	*4*	-	2	1	1	-
5: Robust human resource management	*23*	4	9	7	2	1
6: Effective complaints management	*24*	-	23	1	-	-
7: Ongoing training & education	*9*	-	2	4	2	1
8: Safe physical and online environments	*10*	-	5	4	1	-
9: Continuous improvement	*8*	2	6	-	-	-
10: Policies and procedures support child safety	*6*	-	3	2	1	-
TOTAL	*111*	*8*	**66**	**26**	**9**	**2**
			92 (89%)		11 (11%)	

Audit recommendations are classified according to priority and urgency for remediation.[3]

There are no Priority 1 (high rated) audit recommendations for the Diocese of Darwin.

There are eight Priority 2 (medium rated) recommendations and five Priority 3 (low rated) recommendations, which are detailed in Section 3 of this report. Each recommendation also contains the Diocese's response to the audit finding, including management actions.

We would like to thank the diocesan leadership team and all personnel from the Catholic Diocese of Darwin involved in the audit, for their cooperation and assistance.

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[3] Refer Appendix B for definitions of the Priority ratings used for audit recommendations.

2.   Assessment of Compliance with NCSS Indicators

Standard 1	Committed Leadership, governance and culture				
Child safeguarding is embedded in the entity's leadership, governance and culture					
Criterion 1.1 - The entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
1.1.1	The 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 entity publishes a Child Safeguarding Commitment Statement which is openly displayed and publicly available.	✓			
Observations:					
1.1.1 Requirements of the Indicators are in place. No recommendations for improvement noted.					

Criterion 1.2 - A child safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
1.2.1	The Church Authority and leaders of the entity create and maintain an entity's culture of safeguarding by: • promoting child safeguarding regularly; • emphasising that child safeguarding is everyone's responsibility; and • actively monitoring safeguarding compliance and risk management.		✓		
1.2.2	The entity appoints a Safeguarding Committee at the highest level of leadership.	✓			
1.2.3	The entity appoints and promotes the role of Safeguarding Coordinator(s), with clearly defined responsibilities for safeguarding children at diocesan level.	✓			
1.2.4	Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input on child safeguarding practices.	✓			
Observations:					
1.2.1 Not all parishes have safeguarding as a standard agenda item at their leadership/parish council meetings. In addition, consideration should be given to translating the Safeguarding Commitment Statement into other languages to cater for the variety of multi-cultural congregations across the Diocese. Refer recommendation #1.					

Criterion 1.3 - Governance arrangements facilitate implementation of a Child Safeguarding Policy across the entity's activities.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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 entity must apply these Standards taking into account relevant international declarations and local legislation.	Not relevant to current operations			
Observations:					
Requirements of the Indicator is in place. No recommendations for improvement noted.					

Criterion 1.4 - A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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.	✓			
1.4.2	The Code of Conduct is written in accessible language and communicated to personnel, children, families and carers.		✓		
1.4.3	The Code of Conduct takes into account the needs of all children, paying particular attention to Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds and children with particular vulnerabilities, for example, children who can't live at home.	✓			

Observations:

1.4.2   Not all volunteers and/or clergy have as yet signed and acknowledged the Code of Conduct. Refer recommendation #1.

Criterion 1.5 - The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
1.5.1	The 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.		✓		
1.5.2	The entity has appropriate risk management processes in place to assess, evaluate, review and oversee the safeguarding of children participating in, or receiving, ministries offshore including cultural immersions, pilgrimages, solidarity campaigns and world youth days.	Not relevant to current operations			
1.5.3	Leaders of the entity manage safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks.		✓		

Observations:

A Child and Youth Risk Management Strategy has been developed together with risk assessment templates for the various parish ministries - these risks assessments are yet to be completed by all parishes. Once complete, they should be provided to the Diocese to assist in developing a safeguarding risk register and to give visibility at the diocesan level over key risk areas in parishes. Refer recommendation #2.

Criterion 1.6 - Personnel understand their obligations on information sharing and record keeping.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
1.6.1	The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel.		✓		
1.6.2	The entity's information sharing and record keeping policies and procedures relating to all aspects of child safeguarding, including incidents and complaints, apply sound record keeping principles.		✓		

Observations:

The Diocese has recently developed a Record Keeping and Information Sharing policy which includes specific requirements relating to retention and maintenance of safeguarding records and is in the process of implementing this across the Diocese. Refer recommendation #3.

Standard 2	Children are safe, informed and participate

Children are informed about their rights, participate in decisions affecting them and are taken seriously

Criterion 2.1 - Children are informed about their rights, including safety, information and participation.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
2.1.1	The entity has age-appropriate strategies to proactively engage with children; seek children's views; consult children about decisions that affect them; and consult children about what makes them feel safe and how this can be recognised and implemented by the entity.	✓			
2.1.2	The entity ensures children 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.	✓			

Observations:
Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 2.2 - The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
2.2.1	The entity provides children with age-appropriate information about safe and respectful peer relationships, including through social media.		✓		

Observations:
The Diocese has produced a suite of child friendly posters which cover complaints processes as well as information on safe and respectful peer relationships – these materials now need to be rolled out across the Diocese. Refer recommendation #4.

Criterion 2.3 - Where relevant to the setting and context, children and families may be offered access to abuse prevention programs and related information that is age-appropriate.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
2.3.1	Where relevant, the entity provides children and families with information, access and/or referral to abuse prevention programs, appropriate to the child's age, development, ability and level of understanding.	✓			

Observations:
Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 2.4 - Personnel are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
2.4.1	Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns.	✓			

Observations:
Requirements of the Indicator are in place. No recommendations for improvement noted.

Standard 3	Partnering with families, carers and communities

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

Criterion 3.1 - Families and carers participate in decisions affecting their child.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
3.1.1	The entity supports and encourages families/carers to take an active role in monitoring children's safety when participating in activities.	✓			

Observations:

Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 3.2 - The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
3.2.1	The 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 entity provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Committee and/or Safeguarding Co-ordinator(s).	✓			

Observations:

3.2.1 The Diocese is yet to formalise strategies for engaging with families and communities about their views on safeguarding practices. Refer recommendation #4.

Criterion 3.3 - Families, carers and communities have a say in the entity's policies and practices.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
3.3.1	Processes are in place to engage families, carers and communities about their views on policies and practices for keeping children safe.			✓	

Observations:

The Diocese is yet to formalise strategies for engaging with families and communities about their views on safeguarding practices. Refer recommendation #4.

Criterion 3.4 - Families, carers and communities are informed about the entity's operations and governance.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
3.4.1	The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children.	✓			

Observations:

Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 3.5 - The entity takes a leadership role in raising community awareness of the dignity and rights of all children.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
3.5.1	Appropriate to the context or setting, the entity actively promotes and/or participates in civic engagement activities/campaigns which promote whole of community awareness of children's rights and child protection.	✓			

Observations:

Requirements of the Indicators are in place. No recommendations for improvement noted.

Standard 4	Equity is promoted and diversity is respected				
Equity is upheld and diverse needs respected in policy and practice					

Criterion 4.1 - The entity actively anticipates children's diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
4.1.1	The entity's Child Safeguarding Policy and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse.	✓			
4.1.2	The entity's Complaints Handling Policy and practices demonstrate an understanding of barriers that prevent children from disclosing abuse and barriers for adults recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure.			✓	

Observations:

4.1.2   Whilst there is some information in the Parish Resource Pack on how to listen to children, including talking about things that worry them, the Complaints Handling Policy and associated training materials need to include information on barriers that prevent children from disclosing abuse and/or barriers for adults recognising and/or responding to disclosures. Refer recommendation #4.

Criterion 4.2 - All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
4.2.1	The 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.		✓		

Observations:

The Diocese has produced a suite of child friendly posters which cover complaints processes as well as information on safe and respectful peer relationships - these materials now need to be rolled out across the Diocese. Refer recommendation #4.

Criterion 4.3 - The entity pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with a disability, and children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and children of diverse sexuality.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
4.3.1	The entity's Child Safeguarding Policy and practices reflect attitudes and behaviours that respect the human rights of all children and are inclusive and responsive to diverse needs.	✓			

Observations:

Requirements of the Indicators are in place. No recommendations for improvement noted.

Standard 5	Robust human resource management				
People working with children are suitable and supported to reflect child safeguarding values in practice					

Criterion 5.1 - Recruitment, including advertising, interview questions, referee checks and personnel pre-employment screening, emphasises child safeguarding.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.1.1	The 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 entity documents its safeguarding approach in recruitment and screening procedures and processes.	✓			
5.1.3	Positions are assessed for the expected level of contact with children and appropriate child safeguarding recruitment procedures are implemented.		✓		
5.1.4	Position descriptions, selection criteria, referee checks and interview questions articulate: • that children are valued and respected; • the commitment of the entity to child safeguarding; and • where appropriate to the role, an understanding of children's developmental needs and culturally safe practices.		✓		

Observations:

5.1.1/5.1.4   The Diocese has recently updated its Recruitment and Screening Policy to include safeguarding elements, however is yet to apply these requirements in practice. In addition, whilst detailed position descriptions have been developed in relation to key ministry roles for volunteers, this documentation is still being disseminated to relevant volunteers by the parishes. Further, the vetting process for recruitment of new volunteers is currently not documented by parishes. Refer recommendation #5.

5.1.3   Positions are assessed for the level of contact with children and appropriate screening procedures are implemented, however a formal risk assessment for the position is not documented or retained. Refer recommendation #5.

Criterion 5.2 - Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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 • where a working with children check is not required by legislation, other background checks for personnel are conducted prior to working with children.	✓			
5.2.2	The entity keeps records and monitors the status of working with children checks and/or background checks for all personnel.	✓			

Observations:

Requirements of the Indicators are in place.

However, there is potential to scale back the Ochre Card requirements for volunteers. In addition, the Diocese does not have a documented process in relation to conducting criminal history (police) checks for employees and volunteers. Refer recommendation #6.

Criterion 5.3 - Personnel receive an appropriate induction and are aware of child safeguarding responsibilities, including reporting obligations.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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 a signatory to a Service Agreement with CPSL are required to participate in the National Catholic Safeguarding Standards Introductory Session for Leaders within four months of commencement.	✓			

Observations:

5.3.1 The Diocese has conducted training for clergy and parishes on a range of safeguarding topics, however a framework for regular induction training is still in development. Refer recommendation #7.

Criterion 5.4 - Ongoing supervision and people management is focused on child safeguarding.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.4.1	Support, mentoring, oversight and professional supervision processes for personnel include child safeguarding.	✓			
5.4.2	Annual performance reviews for personnel include child safeguarding responsibilities relevant to their role.				✓

Observations:

5.4.2 Performance review processes for employees do not cover safeguarding. Performance reviews for volunteers are not conducted. Refer recommendation #8.

Criterion 5.5 - Robust processes exist for screening candidates before and during seminary and religious formation, as well as for ongoing formation, support and supervision of clergy and religious.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.5.1	The Church Authority draws upon broad-ranging professional advice in its decision-making relating to candidates for seminary/formation programs and ordination/profession of vows. This includes a positive duty to disclose to other Church Authorities where an applicant or candidate for seminary/formation programs does not continue through to ordination/profession of vows.	✓			
5.5.2	Seminary and initial formation programs have robust screening processes for candidates for religious ministry, including external psychological and psychosexual assessments.	Out of scope for this audit			
5.5.3	The entity promotes as normative the participation of all bishops, leaders of religious institutes, clergy and religious in active ministry, in no less than six hours professional/pastoral supervision per year.		✓		
5.5.4	The entity promotes as normative, all clergy and religious in active ministry, for the sake of proper accountability, are offered and access both ongoing professional development and annual performance appraisals.			✓	
5.5.5	All newly ordained clergy and newly professed religious are supported with a suitable mentor for at least five years post ordination or final profession.		✓		

Observations:

5.5.2   The Diocese does not have sole governance over any seminaries. The Diocese of Darwin has one candidate in the Corpus Christi Seminary in Melbourne - these programs and ongoing candidate assessment processes will be reviewed as part of a separate audit focusing specifically on seminaries and theological colleges.

5.5.3   Processes for monitoring and support relating to professional supervision for clergy have been developed and are in the process of being implemented. Refer recommendation #9.

5.5.4   Formal, documented processes for annual performance appraisals for clergy are yet to be developed. Refer recommendation #9.

5.5.5   Mentoring is in place for newly ordained priests, however the mentorship period needs to be standardised in line with the NCSS requirements. Refer recommendation #9.

Criterion 5.6 - Seminary and formation programs for clergy and religious have appropriate curriculum to build the knowledge and skills of candidates to understand and lead child safeguarding initiatives		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.6.1	Seminary and initial formation programs have appropriate curriculum throughout the formation program which builds candidates' knowledge and skills in a range of areas to support child safeguarding	Out of scope for this audit			
5.6.2	Seminary and initial formation programs ensure promotion of pastoral responses to victims/survivors of sexual abuse	Out of scope for this audit			
5.6.3	Seminary and initial formation programs are delivered in such a way as to protect against the development and/or reinforcement of clericalist attitudes and behaviours	Out of scope for this audit			

Observations:

Refer 5.5.2 above.

Criterion 5.7 - Credentialing and movement of seminarians, clergy and religious is appropriately managed		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.7.1	The entity implements a system to assess the credentials and manage movement of all seminarians, clergy and religious moving between different seminaries and Church jurisdictions.	✓			

Observations:

Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 5.8 - Entities which receive overseas clergy and religious for work in ministry have targeted programs for the screening, induction, professional supervision and development of these individuals.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
5.8.1	Selection and screening procedures for overseas clergy and religious are targeted, thorough and follow, as far as practicable, the same processes as for Australian personnel. This includes the Australian Church Authority obtaining screening information from the International Church Authority.		✓		
5.8.2	All overseas clergy and religious participate in a Safeguarding Induction program, documented by the entity, before work with children begins.	✓			
5.8.3	Overseas clergy and religious are supported with a suitable mentor for at least the first two years of their time in Australia.	✓			
5.8.4	The entity promotes as normative the participation of all overseas clergy and religious in active ministry in no less than six hours of professional/pastoral supervision per year.		✓		

Observations:

5.8.1   There are processes in place for selection and screening of overseas priests coming into the Diocese, however this information was not always documented or maintained on the clergy files. Refer recommendation #10.

5.8.4   Processes for monitoring and support relating to professional supervision for clergy have been developed and are in the process of being implemented. Refer recommendation #9.

Standard 6	Effective complaints management				
Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel					
Criterion 6.1 - The 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.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
6.1.1	The 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, 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 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.	✓			
Observations: Requirements of the Indicators are in place. No recommendations for improvement noted.					
Criterion 6.2 - The entity has a child-focused complaints handling system that is understood by children, families, carers and personnel.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
6.2.1	The complaints handling system prioritises the safety and well-being of children.	✓			
6.2.2	Complaints Handling Policy and procedures are publicly available in a variety of formats, including age and developmentally appropriate for children, enabling complaints processes to be easily understood.		✓		
Observations: 6.2.2 The Diocese has produced a suite of child friendly posters which cover complaints processes as well as information on safe and respectful peer relationships - these materials now need to be rolled out across the Diocese. Refer recommendation #4.					

Criterion 6.3 - Complaints are taken seriously, and responded to promptly and thoroughly.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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.	✓			
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, the person be stood down from their role and/or ministry whilst the complaint is investigated.	✓			
6.3.3	The Complaints Handling Policy is aligned, and operates in conjunction, with the 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 in relation to inappropriate behaviour towards a child are effectively investigated and managed, and include provisions for personnel to be redeployed, stood down and/or dismissed.	✓			
6.3.4	Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint.	✓			
6.3.5	Support and care are provided to a child who has experienced or is alleging abuse, and other 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.	✓			
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 by other personnel.	✓			
6.3.8	Where a complaint related to child sexual abuse against a seminarian, clergy or religious is substantiated on the balance of probabilities, with due respect to the rights of individuals, the Church Authority should remove that individual from ministry.	✓			
6.3.9	Where a seminarian, clergy or religious is convicted of an offence relating to child sexual abuse, that individual should be permanently removed from ministry. The Church Authority must take practicable steps to prohibit that individual from holding themselves out as being a person with religious authority and should present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.	✓			

Observations:
Requirements of the Indicators are in place. No recommendations for improvement noted.

Criterion 6.4 - The 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 co-operates with law enforcement.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
6.4.1	The Complaints Handling Policy requires that: • concerns and complaints of child abuse occurring within the entity be reported to the appropriate statutory authority/ies, regardless of whether the reporting is mandated; and • personnel cooperate with law enforcement procedures and directives.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					

Criterion 6.5 - Reporting, privacy and employment law obligations are met.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
6.5.1	The Complaints Handling Policy requires that all relevant reporting, privacy and employment law obligations are met.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					

Criterion 6.6 - The Church Authority ensures mechanisms are in place to care for adult complainants.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
6.6.1	The 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.	✓			
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.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					

Criterion 6.7 - The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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.	✓			
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.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					

Standard 7	Ongoing education and training				

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

Criterion 7.1 - Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
7.1.1	The entity provides regular opportunities to educate/train personnel on its Child Safeguarding Policy and procedures including through induction and refresher safeguarding training (at least every three years).			✓	
7.1.2	The entity's induction and refresher safeguarding training must as a minimum cover: • Code of Conduct; • safeguarding risk management; • Child Safeguarding Policy and procedures; • Complaints Handling Policy and procedures; • reporting obligations; and • e-safety training.		✓		
7.1.3	The entity keeps records of participation to ensure all personnel attend induction and refresher safeguarding training.			✓	
7.1.4	The entity ensures that personnel who have specific child safeguarding responsibilities, such as those appointed to the role of safeguarding coordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role.	✓			

Observations:

7.1.1   The Diocese has conducted training for clergy and parishes on a range of safeguarding topics, however a framework for regular induction training is still in development. Refer recommendation #7.

7.1.2   The training materials do not cover e-safety. Refer recommendation #11.

7.1.3   Training records are being maintained, however a formal process to follow-up those who have not attended training is still in development. Refer recommendation #7.

Criterion 7.2 - Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
7.2.1	The 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.		✓		

Observations:

Training materials do not include identifying and responding to abusive behaviours by a child towards another child. Refer recommendation #11.

Criterion 7.3 - Personnel receive training to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
7.3.1	The entity provides training to equip relevant personnel to appropriately respond to and support those bringing forward concerns, disclosures and allegations of child abuse.		✓		
7.3.2	The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures.		✓		
7.3.3	The 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 regulatory authorities/government departments.	✓			

Observations:

7.3.1   Training needs to include more detail around responding to disclosures. Refer recommendation #11.

7.3.2   The Diocese has recently developed a Record Keeping and Information Sharing policy to include specific requirements related to retention and maintenance of safeguarding records and is in the process of implementing this across the Diocese. Refer recommendation #3.

Criterion 7.4 - Personnel receive training and information on how to build culturally safe environments for children.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
7.4.1	The entity provides cultural safety training to equip relevant personnel to create culturally safe environments for Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.				✓

Observations:

Existing training materials do not cover cultural safety. Refer recommendation #11.

Standard 8	Safe physical and online environments

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

Criterion 8.1 - Personnel identify and mitigate risks in online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
8.1.1	The entity's safeguarding risk management plan 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 entity's policies require the use of safe online applications for children to learn, communicate and seek help.	✓			
8.1.3	Personnel are proactive in identifying and mitigating physical and online risks to children.		✓		
8.1.4	A policy is documented and implemented that ensures where one-to-one interactions between an adult and child take place, they 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, 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.	✓			

Observations:

8.1.1 A Child and Youth Risk Management Strategy has been developed together with risk assessment templates for the various parish ministries - these risks assessments are yet to be completed by all parishes. Once complete, they should be provided to the Diocese to assist in developing a safeguarding risk register and to give visibility at the diocese level over key risk areas in parishes. Refer recommendation #2.

8.1.3 Risk assessments for the parishes have not included risks around use of the online environment for parish activities. In addition, not all parishes have implemented separate vesting areas or, where this is not possible, strategies to address potential safeguarding risks in relation to vesting for children altar servers. Refer recommendation #12.

Criterion 8.2 - The online environment is used in accordance with the entity's Code of Conduct, safeguarding policies and procedures.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
8.2.1	Personnel access and use online environments in line with the entity's code of conduct and relevant communication protocols.	✓			
8.2.2	The entity routinely monitors the online environment, reporting and responding to breaches of its Code of Conduct or child safeguarding policies in accordance with the entity's disciplinary, complaint handling or other relevant processes.			✓	

Observations:

8.2.2 There is limited monitoring of internet usage in parishes or the diocesan office. In addition, some parishes have a Facebook page which is administered by one person only. Refer recommendation #12.

Criterion 8.3 - Risk management plans consider risks posed by the entity's settings, activities and physical environments.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
8.3.1 The entity assesses safeguarding risks in the physical environments under its control 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 entity becomes aware that a person (other than personnel of that entity) 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 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.	✓			

Observations:

8.3.1 A Child and Youth Risk Management Strategy has been developed together with risk assessment templates for the various parish ministries - these risks assessments are yet to be completed by all parishes. Once complete, they should be provided to the Diocese to assist in developing a safeguarding risk register and to give visibility at the diocesan level over key risk areas in parishes. Refer recommendation #2.

Criterion 8.4 - Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children.	Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
8.4.1 The entity considers the risks posed to children arising from any third parties engaged by the entity and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place.		✓		
8.4.2 The entity has conducted sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place.	✓			

Observations:

8.4.1 Processes to manage third party contractors engaged by the Diocese/parishes need to be reviewed and formalised. Refer recommendation #13.

Standard 9	Continuous improvement				

Entities regularly review and improve implementation of their systems for keeping children safe

Criterion 9.1 - The entity regularly reviews and improves child safeguarding practices.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
9.1.1	The 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.	✓			
9.1.3	The Safeguarding Committee co-ordinates annual self-audits at a local level (parishes, ministries and/or congregational works).	✓			
9.1.4	The entity's Child Safeguarding Policy is subject to regular review – at least every three years.	✓			

Observations:
Requirements of the Indicator are in place. No recommendations for improvement noted.

Criterion 9.2 - The entity analyses concerns and complaints to identify causes and systemic failures to inform continuous improvement.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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 systemic issues or patterns and drive continuous improvement.	✓			

Observations:
Requirements of the Indicator are in place. No recommendations for improvement noted.

Criterion 9.3 - The Church Authority reports on the findings of relevant reviews to personnel, children, families, carers and community.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
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.	Not applicable – this is the first audit by CPSL			
9.3.2	The Church Authority reports on findings of relevant reviews of safeguarding policies, procedures and practices to its stakeholders.	Not applicable – no such reviews have been conducted to date			

Observations:
N/A

Standard 10	Policies and procedures support child safety				

Policies and procedures document how the entity is safe for children					
Criterion 10.1 - Policies and procedures address National Catholic Safeguarding Standards.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
10.1.1	All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities.		✓		
Observations:					
Refer recommendations #1 to #13.					
Criterion 10.2 - Policies and procedures are accessible and easy to understand.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
10.2.1	The entity's policies and procedures relevant to safeguarding are readily available and accessible to personnel.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					
Criterion 10.3 - Best practice policy models and stakeholder consultation inform the development and review of policies and procedures.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
10.3.1	The entity has processes in place to monitor adherence to policies and procedures relevant to safeguarding.		✓		
10.3.2	The entity has a process 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.			✓	
Observations:					
Refer recommendations #1 to #13.					
Criterion 10.4 - The Church Authority and leaders model compliance with policies and procedures.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
10.4.1	The Church Authority and leaders promote and enact all policies and procedures relevant to safeguarding.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					
Criterion 10.5 - Personnel understand and implement the policies and procedures.		Managed & Measurable	Defined & Developed	Initial/ Ad-Hoc	Not Addressed
10.5.1	The entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures.	✓			
Observations:					
Requirements of the Indicators are in place. No recommendations for improvement noted.					

3.   Detailed Findings and Recommendations

Standard 1: Committed leadership, governance and culture
Child safeguarding is embedded in the entity's leadership, governance and culture

Recommendation #1	
Criterion 1.2 - A child safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up.	**Priority 2**
Criterion 1.4 - A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities.	

Details of finding	1. Parish visits conducted as part of the audit indicated that whilst all parishes were aware of the importance of safeguarding and discussed this topic regularly with employees and volunteers, safeguarding was not always included as a standing agenda item on the parish council/leadership team meetings. 2. The requirement for all parish personnel, including clergy, to sign the diocesan Code of Conduct is in the process of being implemented, with some parishes yet to complete this task for all clergy, employees and volunteers. 3. Given the multicultural nature of several of the Diocese's parishes and the fact that a number of Masses are conducted in languages other than English, consideration should be given to translating the Diocese's Safeguarding Commitment Statement into other languages.
Recommendation	1. All parishes to include safeguarding as a standing agenda item on parish council/leadership meetings. 2. All parish personnel, including clergy should be requested to sign/acknowledge the diocesan Code of Conduct and return a copy to the Parish for record keeping. 3. The Diocese should provide support to facilitate parishes to translate the Diocese's Safeguarding Commitment Statement into other languages, as required.
Agreed Action	The three recommendations noted above have been addressed at the Clergy Retreat held during the week of 21 October 2019. Parishes have been requested to ensure safeguarding is a standing agenda item at parish council meetings and have been requested to translate commitment statements, where required, for their multicultural congregations. In relation to acknowledgement of the Code of Conduct, parishes have been asked to expedite this process and to provide a completed checklist to the Diocesan Child Safety Co-Ordinator as confirmation that all employees, volunteers and clergy have signed/acknowledged the Code of Conduct.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	Item 1 - 31 January 2020 Item 2 - 31 January 2020 Item 3 - 31 March 2020

Recommendation #2		Priority 2
Criterion 1.5 - The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children.		
Details of finding	The Diocese has developed a Child and Youth Risk Management Strategy together with guidance material and templates for parishes in relation to conducing individual risk assessments on their key ministries and activities. Risk Management discussions have also been held with the majority of parishes, including an in-depth analysis of specific risks which may be applicable to the parish. The following points were noted: 1. Not all parishes have completed their risk assessments. 2. The risk management strategy does not specify the requirements or timeframe for ongoing review and update of existing risk assessments within the parishes. 3. A risk register has not been developed at the diocesan level to record and monitor overall diocesan safeguarding risks.	
Recommendation	1. Parishes should ensure that the risk assessments are completed as soon as practicable. 2. The risk management documents should specify the requirements around review and update of parish risk assessments on a regular (at least quarterly) basis. 3. Parish risk assessments should be provided to the diocesan Child Safety Co-Ordinator with a view to identifying areas or ministries which encompass greater risk and which may require more frequent or in-depth safeguarding monitoring, training or support at the diocesan level. The Diocese should develop a diocesan safeguarding risk register which is informed by the parish risk assessments and which captures key safeguarding risks across the Diocese.	
Agreed Action	1. This has been addressed at the Clergy Retreat held during the week of 21 October 2019. Parishes have been requested to complete their risk assessments and forward to the diocesan Child Safety Co-Ordinator. 2. Guidelines will be distributed to parishes in relation to regular review and update of parish risk assessments. 3. Once all risk assessments are received, the Diocese will develop and monitor a risk register of safeguarding risks at the diocesan level. The risk register will be reviewed by the Bishop's Consultative Panel for any changes/new/emerging risks as part of the "Risk Management" standing agenda item at the Panel's monthly meetings.	
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator	
Due date	30 April 2020 for all three items	

Recommendation #3	Priority 3
Criterion 1.6 - Personnel understand their obligations on information sharing and record keeping.	

Details of finding	The Diocese has developed a Record Keeping and Information Sharing Policy which includes specific requirements related to the retention and maintenance of safeguarding records and is now in the process of rolling this out across the Diocese.
Recommendation	We note that the Record Keeping and Information Sharing Policy will be disseminated to all parishes and clergy in November 2019. We recommend that the requirements of this Policy be built into the safeguarding training materials to ensure that this area is adequately covered during training.
Agreed Action	Once the Policy is approved by the Bishop's Consultative Panel, it will be disseminated to all parishes for noting and implementation. Requirements of the Record Keeping and Information Sharing Policy will be built into the safeguarding training materials.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	30 November 2019 - dissemination of Policy to parishes 30 June 2020 - update of training materials

Standard 2: Children are safe, informed and participate

Children are informed about their rights, participate in decisions that affect them and are taken seriously

Standard 3: Partnering with families, carers and communities

Families, carers and communities are informed and involved in promoting child safety

Standard 4: Equity is promoted and diversity is respected

Equity is upheld and diverse needs respected in policy and practice

Recommendation #4	
Criterion 2.2 - The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated	
Criterion 3.2 - The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible. **Criterion 3.4** - Families, carers, communities have a say in the entity's policies and practices.	**Priority 3**
Criterion 4.1 - The entity actively anticipates children's diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable. **Criterion 4.2** - All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.	

Details of finding	The following points were noted: 1. The Diocese has developed a suite of materials for children on how to raise a concern/complaint as well as information on safe and respectful peer relationships including through social media - these materials need to be rolled out and implemented in the parishes. 2. A Resource Pack has been developed and distributed to parishes with suggested activities for engaging with children. This pack needs to be expanded to include information on how the parishes can engage with families and communities about their views on safeguarding (e.g. through the provision of suggestions boxes, forums, safeguarding workshops etc). 3. Whilst there is some information in the Parish Resource Pack on how to listen to children, including talking to children about things that worry them, the Complaints Management Policy and associated training materials need to include information on barriers that prevent children from disclosing abuse and/or barriers for adults recognising and/or responding to disclosures.
Recommendation	1. The Diocese should prepare a communication and engagement plan to roll out the child-friendly materials to all parishes. 2. The Resource Pack should be updated as noted in point 2 above. 3. The Complaints Management Policy and related documents should be updated as noted in point 3 above.
Agreed Action	1. The Diocese will roll out the child-friendly materials as noted in the recommendation. 2. The Diocese will update the Resource Pack as noted in the recommendation. 3. The Complaints Management Policy will be updated as noted in the recommendation.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	1. 29 February 2020 2. 30 April 2020 3. 31 March 2020

Standard 5: Robust Human Resource Management

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

Recommendation #5	Priority 2
Criterion 5.1 - Recruitment, including advertising, interview questions, referee checks and personnel pre-employment screening, emphasises child safeguarding.	

Details of finding	1. The Diocese has recently updated its Recruitment and Screening Policy for safeguarding requirements in relation to advertising, interview and screening of new personnel, however is yet to implement these requirements in practice. 2. Whilst employee positions are assessed for the level of contact with children and appropriate screening checks are implemented, a formal risk assessment for the position is not documented or retained. 3. Whilst detailed position descriptions have been developed in relation to key ministry roles for volunteers, this documentation is still being disseminated to relevant volunteers by the parishes. In addition, the vetting process for recruitment of new volunteers is not documented by parishes.
Recommendation	1. The updated Recruitment and Screening Policy is due for approval by the Bishop's Consultative Panel in November 2019 - these requirements should be rolled out to the parishes thereafter and applied to the recruitment of all new diocesan and parish staff. 2. The recruitment process should include a documented risk assessment which formally assesses a role for its level of contact with children and instigates the relevant screening/legislative checks and safeguarding requirements applicable to that role. 3. Parishes should be requested to disseminate the required position descriptions to volunteers as soon as possible and to ensure that the recruitment and screening process for any new volunteers is documented and retained, as per the requirements of the updated Recruitment and Screening Policy.
Agreed Action	1. The updated Recruitment and Screening Policy will be rolled out to all parishes, emphasising the required safeguarding elements, and will be applied to all new employees and volunteers going forward. 2. The requirements of the updated Recruitment and Screening Policy will be included in training materials. 3. The dissemination of position descriptions has been addressed at the Clergy Retreat held during the week of 21 October 2019. Parishes have been asked to expedite this process and provide a completed checklist to the Diocesan Child Safety Co-Ordinator as confirmation. 4. The requirements around vetting of new volunteers are now included in the updated Recruitment and Screening Policy and will be rolled out to all parishes as noted above.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	Item 1 - 30 November 2019 Item 2 - 30 June 2020 Item 3 - 31 January 2020 Item 4 - 30 November 2020

	Recommendation #6	Priority 2
	Criterion 5.2 - Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks.	

Details of finding	1. The Diocese requires all volunteers, regardless of role, to hold a valid working with children check (Ochre Card). However, some of the volunteer roles do not work directly with children and would be unlikely to meet the definition of working with children under the Northern Territory Care and Protection of Children Act 2007. The diocesan requirement to have an Ochre Card for certain volunteer roles, e.g. Liturgy of the Word ministers (readers) could be scaled back without increasing the safeguarding risk. 2. There is currently no documented process in place to conduct criminal history (police) checks for employees and/or volunteers.
Recommendation	The Diocese should consider taking a risk-based approach for screening of volunteers through the development of a risk matrix which assesses each volunteer role with respect to its functions and contact with children. A determination can then be made, based on the matrix, regarding the need for working with children and/or criminal history checks for the particular role, as well as associated training and education requirements. These requirements should also be documented in the Recruitment and Screening Policy.
Agreed Action	The Diocese will roll out a volunteer risk matrix, assessing the need for working with children and/or criminal history checks for the particular role, as well as associated training and education requirements. The Recruitment and Screening Policy will be amended to include the risk matrix.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	June 2020

Recommendation #7	
Criterion 5.3 - Personnel receive an appropriate induction and are aware of child safeguarding responsibilities, including reporting obligations.	**Priority 2**
Criterion 7.1 - Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures.	

Details of finding	1. Training has been conducted by the diocesan Child Safety Co-Ordinator for clergy and parishes on various safeguarding topics throughout 2019. A framework to establish a regular program of induction training upon commencement for volunteers and employees is currently in development. 2. A training register to record training attendance by diocesan employees is currently in development. 3. A process to follow up employees and volunteers who do not attend training has not been developed, including consequences (e.g. removal from rosters or standing down from ministry) where individuals do not attend the required training.
Recommendation	1. A training framework needs to be developed and implemented to offer training through various mediums and to cater for personnel who commence work/ministry at various times of the year. The training framework should stipulate requirements for: • basic safeguarding induction training for all employees and volunteers to be conducted upon commencement; • detailed safeguarding training (e.g. including safeguarding scenarios, case studies etc) for personnel whose roles include directly working with children, i.e. safeguarding officers, leaders for children's liturgy, sacramental program leaders, youth group co-ordinators etc.; and • refresher training for both of these two categories. 2. The training framework needs to include formal processes for recording, maintaining and following up attendance at training. This should include capturing training attendance for all parish employees and volunteers, all diocesan staff, as well as all clergy. Consideration should be given to the development of an automated system (e.g. database) to record and maintain training records. 3. The monitoring of training should include clear instructions on actions to take where a volunteer or employee does not attend the required training, e.g. standing down/not commencing ministry until the training is completed.
Agreed Action	A training framework will be developed and documented, which will include the following: 1. Utilisation of the online safeguarding training provided by Catholic Church Insurance (CCI) as induction for all personnel. This will be supplemented by a PowerPoint presentation detailing diocesan specific requirements not covered by the CCI module. 2. Further in-depth training will be provided by the Diocese, generally in face-to-face sessions, for personnel whose roles involve working directly with children. 3. Training attendance for personnel will be monitored by the diocesan Safety Co-Ordinator in co-ordination with the parishes. Participation in training by clergy will be monitored centrally by the diocesan Safety Co-Ordinator - where clergy do not attend training, audio recordings will be provided to catch up on sessions missed. 4. Instructions will be provided to the parishes in relation to the action they should take when a volunteer does not attend training - a three month window will be permitted after which the volunteer will need to be removed from the rosters until such time as training is completed.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	Development of training framework and trial of proposed training program - 31 March 2020

Recommendation #8	Priority 3
Criterion 5.4 - Ongoing supervision and people management is focused on child safeguarding.	

Details of finding	1. Performance review processes for employees do not cover safeguarding. 2. Parishes do not have formal performance review processes for volunteers.
Recommendation	1. Performance appraisals for employees should include safeguarding requirements, commensurate to the employee's role. 2. In relation to volunteers, we recommend that a brief (one page) performance review template be developed which can be used by parishes to review performance of volunteers (incorporating feedback from families and/or children as appropriate). Reviews should be conducted for all key volunteers and ministry leaders, with these individuals then allocated the responsibility of monitoring the performance of other support volunteers within their area/pool of ministry.
Agreed Action	1. Performance appraisals for employees will include safeguarding elements. 2. A performance appraisal process for volunteers will be developed and implemented.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	July 2020 for both actions

Recommendation #9	Priority 3
Criterion 5.5 - Robust processes exist for screening candidates before and during seminary and religious formation. Robust processes are implemented for ongoing formation, support and supervision of clergy and religious.	

Details of finding	The following points were noted: 1. Processes for monitoring and support related to professional/pastoral supervision for clergy working in the Diocese have been developed and are in the process of being rolled out, including recording and maintaining records of supervision. 2. Appraisals for clergy are informal and conducted on an ad-hoc or as required basis. 3. Mentoring is in place for newly ordained priests moving into the Diocese, however mentoring periods vary.
Recommendation	1. We encourage the Diocese to continue to emphasise the importance of professional/pastoral supervision and to provide support and assistance to clergy who are having difficulty in finding suitable supervisors, through the organisation of group supervision sessions or other similar mechanisms to fulfil this requirement. This should include the Diocese developing a log/register to record attendance at supervision. 2. Performance review processes should be formalised for all clergy operating under the governance of the Diocese and in active ministry. 3. Mentoring periods for clergy within the Diocese should be aligned with the requirements of the NCSS - five years for newly ordained priests.
Agreed Action	1. The Bishop has requested all clergy to provide a plan to the Diocese for their professional/pastoral supervision in 2020, in accordance with the recently rolled out diocesan Professional/Pastoral Supervision guidelines. 2. The Diocese will work on the development of a formal appraisal process for clergy.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	1. 31 March 2020 2. 30 September 2020

Recommendation #10	Priority 2
Criterion 5.8 - Entities which receive overseas clergy and religious for work in ministry have targeted programs for the screening, induction, professional supervision and development of these individuals.	

Details of finding	There are processes in place for selection and screening of overseas priests coming into the Diocese, however this information is not always filed or retained on clergy files.
Recommendation	Clergy files for overseas priests should be reviewed to ensure that the required selection and screening documentation is obtained and retained on file.
Agreed Action	Clergy files have been reviewed with all required documentation obtained and filed.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	Initial review of clergy files completed Process for ongoing review and maintenance of documentation to be embedded by 31 March 2020

Standard 7: Ongoing Education and Training

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

Recommendation #11	
Criterion 7.1 - Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures.	**Priority 2**
Criterion 7.2 - Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child.	
Criterion 7.3 - Personnel receive training to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse.	
Criterion 7.4 - Personnel receive training and information on how to build culturally safe environments for children.	

Details of finding	Our review of training materials indicates the following topics are not covered: 1. e-safety, including potential online risks and the safe use of technology; 2. identifying and responding to abusive behaviours by a child towards another child (e.g. bullying); and 3. cultural safety, i.e. creating culturally safe environments for children. In addition, whilst the training materials contain some information on responding to complaints, more in-depth training on responding to disclosures should be provided to personnel whose roles include directly working with children.
Recommendation	1. Training materials should be updated to address the items noted at points 1 to 3 above. 2. Training materials for personnel whose roles include directly working with children e.g. safeguarding officers, leaders for children's liturgy, sacramental program leaders, youth group co-ordinators etc. should include recognising and understanding the various forms that disclosures and allegations of abuse can take as well as understanding the potential barriers that prevent children from disclosing abuse and the potential barriers that prevent adults from recognising children's disclosures.

Agreed Action	Training materials will be updated for the items noted above.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	June 2020

Standard 8: Safe physical and online environments

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

Recommendation #12	
Criterion 8.1 - Personnel identify and mitigate the risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.	**Priority 2**
Criterion 8.2 - The online environment is used in accordance with the entity's code of conduct, safeguarding policies and procedures.	
Details of finding	1. Parish risk assessments have not included risks around use of the online environment. 2. Not all parishes have implemented separate vesting areas or other strategies to minimise potential safeguarding risks in relation to vesting for children altar servers. 3. There is limited monitoring of technological devices at both the diocesan and parish offices in relation to appropriate use of web browsing and other applications. 4. Some parishes have a Facebook page which is administered by one person only.
Recommendation	1. Parishes should conduct and document risk assessments for their key activities as soon as possible (refer recommendation #2) including the documentation and assessment of online risks where required. 2. All parishes should be reminded of the need to review arrangements for vesting of children altar servers, to ensure potential safeguarding risks are addressed. 3. A process should be established whereby laptops/computers owned by the Diocese and used by diocesan/parish staff or volunteers are monitored for appropriate use and content. 4. Parishes should ensure that any Facebook page or other social media site related to the parish is administered by at least two parties (as per the diocesan Social Media Policy).
Agreed Action	1. This item has been addressed at the Clergy Retreat held during the week of 21 October 2019. Parishes have been requested to complete their risk assessments and forward to the diocesan Child Safety Co-Ordinator. Parishes will be remined to ensure risks around use of the online environment are considered and included in the risk assessments. 2. Parishes will be reminded that where separate vesting areas are not in place, strategies should be developed (as part of the parish risk assessment process noted in item 1) to review vesting arrangements so as to minimise safeguarding risks for children. 3. The Diocesan office and one trial parish (St Marys Cathedral) has moved to Office365 to improve the diocesan IT capabilities and security given our heavy reliance on technology. This will result in improved security benefits, as external IT consultants can monitor and check user and email details should any allegations/concerns occur, even where information has been deleted. The intent is to roll this out to all parishes through 2020 so that all work computers owned by the parishes are part of the diocesan network and greater security and accessibility can be provided by the Diocese for the parishes. 4. Parishes will be reminded of the requirement to have two administrators for any Facebook page.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	1. 30 March 2020 2. 30 March 2020 3. 31 December 2020 4. 30 March 2020

Recommendation #13	Priority 3
Criterion 8.4 - Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children.	

Details of finding	Processes to manage third party contractors engaged by the parishes are informal and vary between parishes. There is no formal guidance from the Diocese in this area.
Recommendation	The Diocese should develop a policy on the due diligence expected for third parties engaged by parishes, particularly where the work would be conducted close or adjacent to a school or other child facility.
Agreed Action	The Diocese will develop a policy addressing due diligence requirements where work by third party contractors work is conducted in a parish with access to school grounds.
Responsibility	Christine Smith, Integrity Officer/Child Safety Co-Ordinator
Due date	August 2020

Appendix A

The compliance assessment of the entity's performance against each indicator will be determined using a four-point scale, as follows:

	General	Processes	People/Resources
Not Addressed	• The entity has not addressed the required indicator or is unable to demonstrate that the requirements of the indicator are in place and/or are operating effectively and continuously.	• Processes are non-existent. • Processes exist however the specific requirements of the indicator have not been addressed.	• No resources have been assigned.

Initial/Ad-Hoc	• The entity has commenced to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis.	• Some relevant processes have been implemented which align with the requirements of the indicator, however they are:
		  • siloed; and/or
		  • undocumented; and/or
		  • inconsistent; and/or
		  • lack clarity.
			• Capabilities vary across the entity.
			• Resources are not formally assigned.

Defined and Developed	• The entity has addressed the indicator and is in the process of implementing the requirements across the entity.	• Relevant processes have been defined and developed, however are yet to be rolled out across the full operations of the entity.	• Resources have been assigned and responsibilities defined, however there is no formal training or communication of standard procedures and it is unlikely that deviations will be detected.
Managed and Measurable	• The entity has demonstrated that indicator requirements are formally embedded and are operating effectively and continuously.	• Relevant processes are integrated and coordinated, including remote operations and activities.	• Personnel have been trained to detect and report on deviations or break downs in processes. • Resources have been assigned to monitor and address non-compliance.

Appendix B

The following priority ratings have been used to assess findings arising from this audit:

Priority 1	Priority 2	Priority 3
Gaps or control weaknesses have been identified resulting in non-compliance with the indicator. Mitigation actions are required to be developed and initiated as soon as practicable but no later than 30 days from the issuance of this report, with expected resolution within 3 months.	Progress has been made with respect to implementation of the required indicator, however full compliance is yet to be achieved. Mitigation actions are required to be developed and initiated within 3 months or earlier from the issuance of this report, with expected resolution within 6-9 months.	Issues have been identified which represent minor procedural weaknesses or improvement opportunities with respect to the operation of the indicator. Expected resolution is within 12 months or earlier from the issuance of this report.

Appendix C

The following parishes were visited during this audit:

Alice Springs Parish	Humpty Doo Parish
Casuarina Parish	Nightcliff Parish
Darwin Cathedral Parish	Santa Teresa (Ltyentye Apurte Community) Parish

Appendix D

The definitions for terms used in the National Catholic Safeguarding Standards take into account Australian state, territory and federal laws and relevant regulations, canon law, information from the Holy See, the Royal Commission into Institutional Responses to Child Sexual Abuse, the National Principles for Child Safe Organisations and the Glossary on Sexual Exploitation and Abuse published by the United Nations in 2017.

The glossary does not have any legal force and is meant only to serve as a reference tool for the National Catholic Safeguarding Standards. All terms and definitions are to be read in the context of these Standards alone.

Accessible language	means information is provided in multiple formats for individuals with different levels of English literacy and proficiency, modes of communication, languages and cognitive abilities.
Allegation	means a complaint, still to be verified, claiming or asserting that someone has committed an act of abuse against a child. The term is used interchangeably and in combination with "complaint".
Australian Catholic Bishops Conference	means the national episcopal conference of the Catholic bishops of Australia. It is the instrumentality used by the Australian Catholic bishops to act nationally and address issues of national significance.
Bishop	means a diocesan bishop and archbishop and the ordinary of an ordinariate in the Latin Church and an eparch in the Eastern Churches.
Canon law	means the revised Code of Canon Law promulgated by His Holiness Pope John Paul II in 1983 and the Code of Canons of the Eastern Churches as promulgated in 1990 and any other universal or particular legislation promulgated by the competent ecclesiastical authority.
Canonical Steward	means the person(s) or other entity canonically responsible for the Catholic Entity.
Catholic Religious Australia	means the public name of the Australian Conference of Leaders of Religious Institutes (ACLRI). It is the peak body for leaders of Religious Institutes and Societies of Apostolic Life resident in Australia.
Child/ren	means individuals under 18 years of age.
Child abuse	there are different legal definitions of child abuse in Australia. Most commonly, the categories of child abuse include sexual, physical, psychological, neglect, ill-treatment, exploitation and exposure to family violence. The following provides general definitions only. For specific legal definitions related to your state or territory please go to: https://aifs.gov.au/cfca/publications/cfca-resource-sheet/reporting-child-abuse-and-neglect Child abuse, when referenced throughout the National Catholic Safeguarding Standards, includes: • physical abuse refers to any non-accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking; • sexual abuse refers to a person who uses power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This may take the form of taking sexually explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults;

	• neglect refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention; • psychological abuse refers to inappropriate verbal or symbolic acts and a failure to provide adequate non-physical nurture or emotional availability. Psychologically abusive behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement; • exposure to family violence is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) whilst a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour; and • grooming refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive. The process can take as little as a few days or as long as months or even years.
Child Safeguarding Commitment Statement	means a commitment statement describing an entity's commitment to keep children safe from harm. It informs the entity's culture with respect to child safeguarding.
Child safeguarding policies and procedures	means any policies or procedures of the entity that address elements of child safety. For example, but not limited to: • recruitment; • risk management; • complaints handling; and • acceptable use (information and communication technology).
Church Authority	means: A. the diocesan bishop (or archbishop, as appropriate) of a diocese or his administrator from time to time; B. the Australian major superior in respect of religious institutes; or C. the canonical steward in relation to a particular Catholic entity in respect of other Catholic entities not referred to in (a) or (b) above.
Civic engagement	means individual and collective actions designed to identify and address issues of public concern. Civic engagement includes citizens working together to make a change or difference in the community. The goal of civic engagement is to address public concerns and promote the quality of the community.
Clergy	means the body of those ordained in sacred ministry in the Church. They are either deacons, priests or bishops.
Cleric	means a member of the clergy.
Clericalist/ism	means an attitude toward clergy/religious characterised by an excessive deference and an assumption of their moral superiority. Pope Francis has said of clericalism that it occurs when "clerics feel they are superior, [and when] they are far from the people." He goes on to say that clericalism can be "fostered by priests themselves or by lay persons". When fostered by priests it may be demonstrated in an attitude where clerics see themselves as self-sufficient, superior to and separate from accountabilities of the world beyond the Church. When fostered by lay people it may be demonstrated by thinking that their contributions to the life of the Church are second-rate, or that in all things, surely 'Father knows best'.

	The features of clericalism are not restricted to the ordained (clergy and religious) nor to the Church alone. Abuse of an individual's function, role or power could be considered clericalist and could be exemplified through other attitudes such as not allowing criticism, being didactic rather than dialogical and being controlling rather than caring. It exists in hierarchical institutions such as academia, legal and medical establishments, the police and the military.
Complainant	means any person who makes a complaint that may include any allegation, suspicion, concern, or report of a breach of the entity's code of conduct. It also includes disclosures made to an institution that may be about, or relate to, abuse in the entity's context.
Conflicts of interest	means situations where a conflict arises between a person's official duties and their private interests, which could influence the performance of those official duties. Such conflict generally involves opposing principles or incompatible wishes or needs.
Cultural safety	means an environment that is safe for people of all ethnicities and cultural identities: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.
Dicastery	means departments of the Roman Curia, including the Secretariat of State, congregations, tribunals, councils and offices.
Diocese	means ecclesiastical jurisdiction under the leadership of a bishop or an archbishop. In this document it is used as an inclusive term, including eparchies, ordinariates and personal prelatures.
Entity	means an entity that has been identified as Catholic by a competent authority within the Catholic Church.
Eparchy	means a term used by the Eastern Catholic Churches to denote ecclesiastical jurisdictions under the leadership of a bishop or an archbishop (also called an eparch or an archeparch).
Exposure to family violence	refer to 'child abuse'.
Formation/formation program	means a program preparing individuals for ordination or profession of vows as well as a life-long journey to the invitation of Christ to proclaim and live the Gospel message within the life of the Church.
Grooming/grooming behaviour	refer to 'child abuse'.
Institutional abuse	means, in the formal setting of an institution, child abuse could be caused by factors such as: • a "closed" culture within an organisation where transparency is discouraged; • failure to properly check the backgrounds and interview staff; • inadequate training of staff; • lack of child protection policies; • lack of support of staff by management; • poor communication skills; and/or • poor supervision of staff and children.
Lay/lay person	means members of the Catholic Church other than bishops, priests, deacons and religious.
Leaders	means personnel who are responsible for important governance decisions within a Church entity and/or who lead and coordinate Church improvement initiatives.

Leaders of Religious Institutes	means the person acting in that canonical role (by whatever name) from time to time.
Mentor	means an experienced and trusted advisor or a person who gives a younger or less experienced person help and advice over a period of time.
Ministerial PJP	means a public juridic person established by a religious institute which provides sponsorship and lay leadership for ministries of the religious institute, to ensure their continuation as works of the Catholic Church. The establishing authority for these entities is varied – some ministerial PJPs have been established by the Holy See through the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life and are known as PJPs of pontifical right, others have been authorised by diocesan or provincial bishops. Canon law defines a public juridic person (PJP) as 'an aggregate of persons or things constituted by the competent ecclesial authority to fulfil a proper function given them in view of the common good' [Can. 114 §1].
Ministry	means any activity within, or delivered by, an entity that is designed to carry out the good works of the Catholic Church.
Neglect	refer to 'child abuse'.
Offender	means a person who has admitted abuse or whose responsibility for abuse has been determined by a court of law (criminal or civil), statutory or Church procedure.
Ordinariate	means a non-geographical diocese, an example of which is the Catholic Military Ordinariate of Australia which is administered by a bishop with the faculties of an Ordinary and thus this organisation is known by the term ordinariate.
Overseas clergy and religious	means any cleric or member of a religious institute who is specifically recruited from overseas by a Church Authority or entity.
Personal prelature	means a canonical structure of the Catholic Church which comprises a prelate, clergy and laity who undertake specific pastoral activities. The first personal prelature is Opus Dei.
Personnel	means a cleric, member of a religious institute or other person who is employed by the entity or engaged on a contract, subcontract, voluntary or unpaid basis.
Physical abuse	refer to 'child abuse'.
Position description	means a document which details the role, responsibilities and expectations of a role within an entity and outlines reporting lines.
Professional/pastoral supervision	means a forum for reflection and learning, an interactive dialogue between at least two people, one of whom is professionally trained as a supervisor. The dialogue shapes a process of review, reflection, critique and replenishment for personnel. Supervision is a professional activity in which personnel are engaged regardless of experience or qualification. Supervision assists personnel in their accountabilities for professional standards (including in relation to maintenance of professional boundaries), defined competencies for their role and understanding and implementation of organisational policy and procedures. For clerics and religious, professional/pastoral supervision assists in the maintenance of boundaries of the pastoral relationship and enhances the quality of their ministry. A cleric/ religious' commitment to conscious and critical reflection on their ministry and ministry experiences is recognised as being important for the wellbeing of the cleric/religious, the people with whom they exercise ministry, the wider Church and the community.
Protective behaviours program	means an age-appropriate structured education program to equip children and young people with the skills and knowledge to enhance their personal safety.

Psychological abuse	refer to 'child abuse'. Religious Institute means an institute of consecrated life, a secular institute or society of apostolic life, and their provinces or equivalent.
Respondent	means a person against whom a complaint is made.
Safeguarding	means measures to protect the safety, human rights and well-being of individuals, which allow people – in this context children – to live free from abuse, harm and neglect.
Safeguarding Committee	means a committee established to advise and support the Church Authority on all matters relating to safeguarding, including the development and implementation of a Safeguarding Implementation Plan and coordination of annual self-audits at a local level. Committee members need relevant and varied professional expertise in relation to, but not limited to safeguarding, child protection, organisational culture and structure, policy development, and need to include lay women and men.
Safeguarding Co-ordinator	means an individual who champions safeguarding and co-ordinates the implementation of the National Catholic Safeguarding Standards within an entity.
Safeguarding Implementation Plan	means a documented plan which articulates actions to be taken across the entity to ensure safeguarding practices are in place. It includes actions, strategies, responsibilities and delegations and tracks review and progress. It is overseen by the Safeguarding Committee.
Seminary	means a centre for the formation and education of students preparing for ordination.
Sexual abuse	refer to 'child abuse'.
Spiritual abuse	means the abuse of a child that is perpetrated by an individual in a position of authority and trust within the Church, supposedly in the name of God. It can cause a child to have lifelong loss of faith and/or feel distanced from the Church.
Substantiated complaint	means allegations proven to be true or supported with evidence.
Third parties	means any individual, group or organisation outside the entity who either contract services and facilities to or from the entity. For example, groups hiring Church facilities for private or public use (for example birthday parties, men's sheds, exercise groups), companies contracted to provide design and print work for an entity, and consultants.
Working with children check	means generic term used in the Standards to denote the statutory screening requirement for people who work or volunteer in child-related work. There is no single national framework setting out requirements for 'working with children' checks. Each state or territory in Australia has its own name, procedures and differences in scope regarding what this type of check entails. They are one part of a Church entity's recruitment, selection and screening processes.