La ★ Salle

District of Australia, New Zealand, Pakistan & Papua New Guinea

De La Salle Brothers

Safeguarding Audit Report September 2021

National Catholic
Safeguarding Standards

Report prepared by:

ACSL
AUSTRALIAN CATHOLIC SAFEGUARDING LTD

A safe Church for everyone

Australian Catholic Safeguarding 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.

Australian Catholic Safeguarding Ltd is committed to fostering a culture of safety and care for children, and adults at risk.

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1. Executive Summary

1.1 Context

Australian Catholic Safeguarding Ltd (ACSL) was established in December 2020 and is a company limited by guarantee, owned by the Australian Catholic Bishops Conference, Catholic Religious Australia and the Association of Ministerial Public Juridic Persons. ACSL has safeguarding responsibilities at a national level and brings together the work of two previous entities, Catholic Professional Standards Ltd (CPSL) and the Australian Catholic Centre for Professional Standards (ACCPS).

ACSL works with the Catholic Church in Australia to support the maintenance of a Safe Church for all and is committed to fostering a nationally consistent culture of safety and care throughout the Church. This includes providing a range of services to the Church to support the implementation of the National Catholic Safeguarding Standards (NCSS), a framework for the protection and care of adults at risk and children.

ACSL's core organisational values are courage, compassion and honesty. These values guide the way we manage our organisation and inform cultural change within the Catholic Church and the wider community. We take our duty to care for and protect all children and adults at risk seriously, and have zero tolerance for abuse of any kind.

ACSL continues the mandate of CPSL in the maintenance of the NCSS and the publication of reports which demonstrate a Church entity's adherence to the NCSS. This audit report includes the results of the NCSS compliance assessment for the De La Salle District of Australia, New Zealand, Pakistan and Papua New Guinea (DLSB).

1.2 Background

The Institute of the Brothers of the Christian Schools (Fratres Scholarum Christianarum FSC) also known as the De La Salle Brothers, is a Roman Catholic education congregation, founded in France by John Baptist de La Salle and subsequently approved by Pope Benedict XII in 1726.

John Baptist de La Salle spent his life teaching poor children in parish charity schools. The order rapidly spread over France and then into other parts of the world. La Salle was canonised as a saint on 15 May, 1900. In 1950 Pope Pius XII declared him to be the "Special Patron of All Teachers of Youth in the Catholic Church".

Currently, the Congregation remains the largest among ten or more similar religious groups devoted essentially to education. The Congregation operates in eighty countries with over 3500 members, more than 1 million students and 90,000 lay colleagues working in primary, secondary and tertiary educational institutions.

In Australia, the incorporation of the Congregation is under the Roman Catholic Communities Lands Act (as amended) in New South Wales. However, the geographical responsibility for the mission extends to three other jurisdictions: New Zealand where the legal entity is a Trust, and Pakistan and Papua New Guinea where the entities are Incorporated Associations. There are approximately 116 Brothers living and/or working across these jurisdictions.

DLSB 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 ACSL website.

Our assessment of DLSB's compliance with the Category One Indicators is detailed in Section 2 of this report. Our recommendations for improvement, including DLSB's management responses, are included in Section 3 of this report.

The full audit report is also publicly available on the Church Reports page of the ACSL 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 DLSB and the extent of its compliance with the requirements of the NCSS.

Our testing procedures included the following:

- interviews, observations and enquiry with the Trustees of the De La Salle Brothers (Trustees), Lasallian Mission Services, DLSB Safeguarding Committee, individual DLSB members, ministries and relevant personnel;
- review of key safeguarding documents, policies and procedures; and
- assessment of the design, and testing of the operation of safeguarding controls implemented by DLSB.

This audit was conducted in various stages over 2020/2021, when restrictions on travel and face-to-face meetings were in place due to the coronavirus pandemic. As such, the review of documents, assessment of policies and procedures, discussions and interviews with personnel were largely conducted remotely, using email, photos, video conferencing and other electronic communication methods.

The ministries of DLSB across the four jurisdictions of Australia, New Zealand, Pakistan and Papua New Guinea are diverse and complex. The scope of this audit included audit procedures performed on a sample basis across the following ministries:

- Australia – Lasallian Mission Services – Youth Ministry;
- Papua New Guinea – La Salle Technical College Hohola; and
- Pakistan – 10 primary and secondary schools, and the St Albert's Catechist Training Centre.

The audit team also interviewed 20 Brothers across the four jurisdictions who are in active ministry and/or retired, in relation to how safeguarding activities are applied in their daily work.

DLSB also operates the following schools and community services in Australia and New Zealand:

- Australia – four De La Salle primary and secondary schools;
- Australia – yourtown – a registered charity which provides training and employment services for young people, parent education, as well as family refuge and domestic violence refuge services. yourtown also operates Kids Helpline, a free Australian telephone and online counselling service for young people; and
- New Zealand – Francis Douglas Memorial College (Secondary School) and Hostel.

The activities of the Australian/New Zealand schools and yourtown are subject to existing regulatory requirements and external accreditations – under the ACSL audit framework, these entities are not re-audited by ACSL, although they were subject to extensive interview and were required to provide declarations to ACSL regarding the accreditation and audit processes that are in place.

It should be noted that DLSB is also involved with 14 affiliated schools and colleges in Australia which are not directly run by the De La Salle Brothers, but which are affiliated with the Institute of the Brothers of the Christian Schools. Accordingly, the comments and matters noted in this report should not be construed as applying in any way to the activities of any associated ministries or activities in which DLSB participates, but does not have governance.

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 DLSB has fully implemented or has substantially progressed in the implementation of 96 (91%) of the 106[2] Indicators which are relevant to their operations.

There are eight Indicators (7%) in the initial stages of implementation. A further two Indicators (2%) are yet to be addressed. These relate to:

1.   Development of a Safeguarding Implementation Plan; and
2.   Development of a self-audit program.

The key findings from the audit are summarised below.

NCSS Standard 1 – Committed leadership, governance and culture

DLSB is committed to the safeguarding of children and adults at risk and has a comprehensive Safeguarding Children and Adults at Risk Policy (Safeguarding Policy), as well as Safeguarding Commitment Statement and Code of Conduct. Safeguarding documents have been distributed to all ministries and are required to be acknowledged/signed by all Brothers, staff and volunteers. The documents have also been translated into the local languages for ease of use in the Pakistan and Papua New Guinea ministries.

Safeguarding activities are coordinated across the four jurisdictions by a dedicated District Safeguarding Co-ordinator (Professional Standards Officer) as well as a dedicated Safeguarding Committee. The Safeguarding Officer reports to the Safeguarding Committee on five specific areas of safeguarding responsibility:

1.   Policy direction and advice;
2.   Preventative strategies and training;
3.   Management of cases for which the District has liability;
4.   Relating with victims and complainants on behalf of the District; and
5.   Supporting the Brother Visitor, District personnel, Community leaders, and Boards and Principals of Schools in their respective safeguarding responsibilities.

Individual risk assessments have been conducted by the ministries but have not yet been collated into an overall risk register at the District level. Work has commenced on the implementation of the NCSS in the overseas ministries, however an overall plan to roll-out the NCSS in a consistent and staged approach across all overseas ministries is yet to be documented.

NCSS Standard 2 – Children are safe, informed and participate; and NCSS Standard 3 – Partnering with families, carers and communities

Standards 2 and 3 are assessed jointly. DLSB has the opportunity to engage with children, carers and families through its ministries, particularly through its work with yourtown and the Kids Helpline. The recognition and community standing of these services is an indication of the commitment of DLSB to child safeguarding. Feedback on safeguarding practices is encouraged, monitored and any issues addressed.

NCSS Standard 4 – Equity is promoted and diversity is respected

Given the breadth of its ministries, both in Australia and overseas, DLSB has robust diversity practices in place. Cultural safety is included in the training for relevant staff and volunteers, and child-friendly complaints materials, including materials on e-safety, are in place.

NCSS Standard 5 – Robust human resource management

DLSB's recruitment practices include relevant safeguarding elements, with appropriate support and oversight provided to personnel who are working directly with children and families.

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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, 5 of these are not relevant to DLSB's operations.

Monitoring systems have been developed for the management of working with children checks for the Brothers, employees and volunteers. National Criminal History (police) checks are in place for relevant personnel in the ministries, but are yet to be implemented for Brothers and employees working in the District. In addition, position descriptions are yet to be updated to include safeguarding clauses.

Annual performance reviews for employees are conducted but need to be updated to include reference to safeguarding requirements. In addition, performance reviews are not documented for key volunteers.

DLSB has recently engaged a firm to provide professional/pastoral supervision for those Brothers who are in full or part time ministry. We recommend this be accompanied by a formally documented policy or guideline for professional/pastoral supervision.

Appropriate checks are performed for Brothers transferring to the District from overseas. However, the documentation related to these checks is not consistently filed or maintained.

NCSS Standard 6 – Effective complaints management

The ACSL 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 Safeguarding Officer (Professional Standards Officer) is responsible for investigating and managing complaints and works closely with the Catholic Professional Standards Offices across Australia, as well as with an external panel of senior and experienced legal practitioners, known as the "Independent Legal Review Panel". The Panel's role is to review findings following an investigation and to make recommendations as to any action that should be taken to address such findings. This may include the application of safety and wellbeing plans where necessary, which implement formal restrictions on an individual, as well as stringent monitoring requirements.

Our review has indicated that whilst the safety and wellbeing plans are in place and operational, the plans have not been regularly reviewed or updated. In addition, we note that there is no overall register of plans which are in place.

DLSB has an information sharing and record keeping policy which requires complaints records to be appropriately maintained and retained for 50 years. Whilst this is occurring in practice, we note that hard copy complaints records are stored in locked cabinets, not all of which are fire-proof.

NCSS Standard 7 – Ongoing education and training

Safeguarding training is in place and provided to all Brothers, staff and volunteers. Interviews with personnel indicate a strong understanding of the requirements for child safeguarding, including knowledge of the appropriate response should a concern be raised.

Whilst the ministries keep track of training provided to staff and volunteers, and training has been provided to District employees, there is no central training register to monitor which staff have attended training. Training registers should be developed and maintained by each of the ministries, as well as for District employees.

In addition, we note that the topic of information sharing and record keeping is not included in the general safeguarding training.

NCSS Standard 8 – Safe physical and online environments

DLSB has a Digital Use Policy which details its expectations regarding use of technology, including acceptable online conduct and access to external websites. However, formal monitoring of internet activity is yet to be established.

Our interviews and observations have indicated that safeguarding requirements are in place for the supervision of third party contractors who are engaged by the ministries. DLSB is in the process of developing a contractor management policy which will need to be rolled out and implemented.

NCSS Standard 9 – Continuous improvement

DLSB has yet to develop a Safeguarding Implementation Plan. The plan, when developed, will address the actions arising from the ACSL audit.

DLSB has informal processes in place to analyse safeguarding incidents or concerns. This could be enhanced through more formal reporting for incidents or concerns arising in the various ministries, to ensure adverse trends or patterns are identified promptly and addressed.

NCSS Standard 10 – Policies and procedures support child safety

Key policies and procedures relating to safeguarding requirements are in place.

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

National Catholic Safeguarding Standard	# NCSS Indicators (Category One)	Not Relevant to DLSB	Assessment of Compliance			
			Managed & measurable	Defined & developed	Initial / Ad hoc	Not addressed
1: Committed leadership, governance & culture	16	1	12	1	2	-
2: Children are safe, informed and participate	5	-	5	-	-	-
3: Partnering with families, carers and communities	6	-	6		-	-
4: Equity is promoted and diversity is respected	4	-	4	-	-	-
5: Robust human resource management	23	-	16	6	1	-
6: Effective complaints management	24	-	21	2	1	-
7: Ongoing training & education	9	-	7	-	2	-
8: Safe physical and online environments	10	2	6	1	1	-
9: Continuous improvement	8	2	1	2	1	2
10: Policies and procedures support child safety	6	-	6	-	-	-
TOTAL	**111**	**5**	**84**	**12**	**8**	**2**
			96 (91%)		10 (9%)	

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

There are no Priority 1 (high rated) audit recommendations for DLSB.

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

We would like to thank the Trustees of the De La Salle Brothers and all personnel who were 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:
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 to oversee the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices.	✓			
1.2.3	The entity appoints and promotes the role of Safeguarding Co-ordinator(s), with clearly defined responsibilities for safeguarding children at diocesan, religious institute or ministerial PJP level.	✓			
1.2.4	Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input on child safeguarding practices.	✓			

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

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.			✓	

Observations:

1.3.2   DLSB has provided safeguarding training for its overseas ministries on the NCSS. An overall plan to roll-out the NCSS in a consistent and staged approach across all overseas ministries is yet to be documented. Refer recommendation #1.

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:

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

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:

1.5.1   The ministries have established their own risk management plans and risk assessments, however an overall risk register for the District (incorporating key risks from all ministries) is in development. Refer recommendation #2.

1.5.3   A process for the Trustees to review and monitor the key safeguarding risks arising from all ministries is being developed in conjunction with the overall risk register as noted above. 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:

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

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

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

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

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 Indicator 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 abuse prevention.	✓			

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

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

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 Indicator 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:

5.1.4   Position descriptions for employees of the District are yet to be updated to include expectations with respect to safeguarding. Refer recommendation #3.

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:

5.2.2 DLSB has recently updated its Safeguarding Policy to require National Police Clearance (police check) for certain personnel in leadership roles or positions of trust. This is in the process of being implemented. Refer recommendation #3

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 who are a signatory to a Service Agreement with CPSL are required to participate in the NCSS Introductory Session for Leaders within four months of commencement.	✓			

Observations:

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

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 Formal performance reviews are conducted for employees, however the reviews do not include an assessment of compliance with safeguarding policies. In addition, the performance of volunteers is not formally assessed. Refer recommendation #4.

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.	✓			
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:

5.5.3 DLSB has recently implemented procedures to provide access to professional/pastoral supervision for Brothers in full or part time ministry. Refer recommendation #5.

5.5.4 Performance appraisals for Brothers employed by the District are currently not conducted. Refer recommendation #5.

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	✓			
5.6.2	Seminary and initial formation programs ensure promotion of pastoral responses to victims/survivors of sexual abuse.	✓			
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.	✓			

Observations:

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

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 Indicator 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   DLSB has selection and screening processes for members transferring in from overseas. However, these processes are not consistently documented. Refer recommendation #5.

5.8.4   DLSB has recently implemented procedures to provide access to professional/pastoral supervision for Brothers in full or part time ministry. Refer recommendation #5.

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 documented 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:

6.1.7   Hard copy complaints records are stored securely in locked cabinets. However, we note that the cabinets are not fire-proof. Refer recommendation #6.

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	The 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:

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

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 while 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.	✓			

		Managed & Measurable	Defined & developed	Initial/ Ad-hoc	Not Addressed
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	Documented policies and processes 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:

6.3.9   There is currently no process in place to provide for referral to the relevant dicastery for dismissal, where an individual is convicted of an offence relating to child sexual abuse. Refer recommendation #7.

	Managed & Measurable	Defined & developed	Initial/ Ad-hoc	Not Addressed
Criterion 6.4 - The entity has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether the law requires reporting, and co-operates with law enforcement.	Managed & Measurable	Defined & developed	Initial/ Ad-hoc	Not Addressed

		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.

	Managed & Measurable	Defined & Developed	Initial/ Ad-hoc	Not Addressed
Criterion 6.5 - Reporting, privacy and employment law obligations are met.	Managed & Measurable	Defined & Developed	Initial/ Ad-hoc	Not Addressed

		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.

	Managed & Measurable	Defined & Developed	Initial/ Ad-hoc	Not Addressed
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:

6.7.2   Safety and wellbeing plans are in place and operational, however the plans have not been subject to regular review or update. Refer recommendation #7.

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 co-ordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role.	✓			

Observations:

7.1.3 We understand that individual personnel files of employees contain notes on the training they have attended. However, there is no central training register to keep track of and monitor which employees have attended the required safeguarding training. Refer recommendation #8.

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:

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

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:

7.3.2 The topic of information sharing and record keeping is not included in the general safeguarding training, in particular the requirement to maintain safeguarding records for a minimum of 50 years. Refer recommendation #8.

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:

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

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/services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring.	✓			

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

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 DLSB has a Digital Use Policy which outlines the requirements for web and internet activity. However, formal monitoring of internet activity is yet to be established. Refer recommendation #9.

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 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. | Not relevant to current operations | | | |

Observations:

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

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 practices and policies 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 practices and policies are in place.	Not relevant to current operations			

Observations:

8.4.1 A procedure with respect to safeguarding requirements for contractors is in the process of being developed. Refer recommendation #10.

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:

9.1.1/9.1.2/9.1.3   A safeguarding Implementation Plan, including monitoring and self-audit processes, is yet to be developed. Refer recommendation #11.

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:

9.2.1/9.2.2   Processes are in place to analyse incidents, however this could be enhanced through regular reporting of incidents, concerns and/or complaints arising in the various ministries, to ensure negative trends or patterns are identified promptly and addressed. Refer recommendation #12.

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 ACSL			
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:

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

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 all personnel	✓			

Observations:

Requirements of the Indicator 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 processes 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:

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

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

Standard 1: Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

Recommendation #1	Priority 2
Criterion 1.3 - Governance arrangements facilitate implementation of a Child Safeguarding Policy across the entity's activities	

Details of finding	DLSB conducts various activities and ministries in New Zealand, Pakistan and Papua New Guinea and has undertaken significant work with the Brothers and staff in the areas of training, safeguarding awareness and expected codes of behaviour. The Safeguarding Policy and Code of Conduct have been translated into the local languages and specific safeguarding training has been developed and rolled out. Whilst our discussions with the ministries indicates that roll-out of the NCSS is progressing in the overseas jurisdictions, there is no documented implementation plan for overseas ministries, to ensure that all groups receive a consistent level of training and support.
Recommendation	A staged implementation plan should be developed and documented for the application of the NCSS in the overseas ministries, to ensure that the Trustees have visibility over the rollout and application of the NCSS in these jurisdictions. The implementation plan should focus the following: 1. The documentation of risk assessments for overseas ministries and activities to facilitate monitoring of key child safeguarding risks and required mitigation activities; 2. Ensuring appropriate recruitment practices are in place, including undertaking Working with Children Checks or equivalent background checks for staff and volunteers; and 3. The development of complaints handling policies and incident management procedures, tailored as appropriate for these jurisdictions. The overseas ministries should be requested to report to the Trustees on the progress of the implementation of the NCSS, including any requests for support from the Trustees as required.
Agreed Action	An overall plan to roll-out the NCSS in a consistent and staged approach across all overseas ministries will be established, with defined reporting requirements and regular review by the Trustees. This will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

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 following points were noted: 1. Lasallian Mission Services (LMS) and yourtown have detailed safeguarding risk assessments for activities and programs, including mandatory child safety training for all staff and volunteers; and 2. Child safeguarding risks within the overseas ministries are understood and managed by personnel as part of daily activities, although formal risk registers are not maintained.

Recommendation	1. LMS and yourtown should be required to develop, maintain, review and regularly update (at least quarterly) a formal risk register of key safeguarding risks, relevant to their specific activities, which have been identified through their risk assessments. 2. Risk registers should be developed and maintained for the overseas ministries, taking into account the specific cultural and local legislative requirements applicable to child safety within each jurisdiction. We recommend that support be provided by the District Professional Standards Officer (or other qualified personnel) to assist local staff in developing the initial registers, together with a process for regular (at least quarterly) review and update of the registers. 3. We note that work has commenced on the collation of an overall risk register to document the key safeguarding risks arising from local and overseas ministries. This should also include the identification of any safeguarding risks related to the individual Brothers' activities which may be considered "high risk" and which may require more frequent or in-depth monitoring, training or support. The overall risk register should be reviewed by the Trustees at regular (at least six monthly) intervals, to ensure regular and consistent monitoring and review of risks.
Agreed Action	The overall risk register for the District is in development, together with corresponding reporting requirements and review of the register by the Trustees. This will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Recommendation #3	
Criterion 5.1 – Recruitment, including advertising, interview questions, referee checks and personnel pre-employment screening, emphasises child safeguarding	**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	The following points were noted: 1. DLSB has yet to update the position descriptions for existing employees working for the District, to include safeguarding requirements. 2. Recruitment procedures have been updated to require a National Police Clearance (police check) for certain types of roles. This is now in the process of being implemented.
Recommendation	1. DLSB should update the position descriptions of all existing District employees to include safeguarding requirements. 2. Police checks be conducted for personnel in a position of trust or who represent the organisation in a formal capacity, e.g. • roles that handle keys and/or access facilities/grounds outside general working hours and/or in an unsupervised capacity; • Board, committee or council members of other roles in a position of trust; or • financial roles that handle or have access to entity funds.
Agreed Action	1. Position descriptions will be updated for safeguarding clauses, when next reviewed. 2. This matter will be raised with the Safeguarding Committee for confirmation of which roles will require police checks, with implementation thereafter. These actions will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer

Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Recommendation #4		Priority 3
Criterion 5.4 – Ongoing supervision and people management is focused on child safeguarding		
Details of finding	The following points were noted: 1. Formal performance reviews are conducted for employees, however these do not include assessment of compliance with safeguarding policies. 2. Volunteers receive feedback from their supervisor to assess their performance, however these observations are generally not documented.	
Recommendation	1. The performance appraisal process should be updated to include an assessment of compliance with safeguarding policies. 2. In relation to volunteers, a brief (one page) performance review template should be developed which can be used by leaders to review performance of volunteers, in particular with respect to compliance with safeguarding requirements.	
Agreed Action	The above recommendations will be addressed as part of the review of procedures for professional development and growth plans for personnel, including volunteers. This will form part of the Safeguarding Implementation Plan to be developed after this audit.	
Responsibility	Professional Standards Officer	
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023	

Recommendation #5		Priority 2
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		
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	The following points were noted: 1. DLSB has recently implemented procedures to provide access to professional/pastoral supervision for Brothers in full or part time ministry. 2. Performance appraisals for Brothers employed by the District are not conducted. 3. Brothers transferring into DLSB from overseas submit various documents as part of their visa processing requirements. Personnel files are created for these Brothers, however the filing and retention of vetting documents is not consistently applied.	
Recommendation	1. DLSB should develop a formal policy around professional/pastoral supervision (as distinct from spiritual direction) for all personnel in active ministry. This should include providing support and assistance to those who are having difficulty in finding suitable Supervisors. 2. Brothers employed by the District should be subject to the same performance review processes as for employees. The performance review process should include assessment of adherence to safeguarding policies and requirements.	

Recommendation	3. DLSB should establish a consistent approach on requesting and maintaining the relevant documents provided by Brothers transferring in from overseas. Such records should include: • interview notes, international criminal history checks and/or identity checks regarding the overseas applicant; • referee checks with the overseas Church Authority or other relevant parties as to the suitability of the individual to minister in Australia; • a written and signed document from the overseas Church Authority attesting to the 'good standing' of the applicant; and • an equivalent written and signed document from the applicant attesting to their own 'good standing'.
Agreed Action	1. Professional/pastoral supervision requirements are in the process of being implemented. 2. This matter will be addressed as part of the compliance schedule developed for the professional supervision arrangements referred to in point 1 above. 3. A protocol for the retention of documents for Brothers transferring in from overseas will be developed and implemented by the Safeguarding Committee and District Council. These actions will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Standard 6: Effective complaints management

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel

Recommendation #6	
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	**Priority 2**
Details of finding	Our review of complaints records and files indicates that the requirement to maintain safeguarding records securely and for a minimum of 50 years is occurring in practice. However, we note that hard copy complaints records are stored in locked cupboards which are not fire-proof.
Recommendation	To ensure records are securely retained for the required period, they should be stored in a fire-proof cabinet or safe, or alternatively, scanned and saved in soft copy format.
Agreed Action	DLSB will review the options for maintenance of these records to meet the requirement for secure retention for 50 years. This will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Recommendation #7	
Criterion 6.3 – Complaints are taken seriously and responded to promptly and thoroughly	**Priority 2**
Criterion 6.7 – The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations	

Details of finding	DLSB has policies and procedures for dealing with complaints or allegations related to abuse, harm or professional misconduct by a member of the Order or an employee.
	To assist with this, DLSB has established a panel of senior and experienced legal practitioners, known as the "Independent Legal Review Panel", to review findings following an investigation and to make recommendations to the Brother Provincial as to the level of reliance that can be placed on the investigation report in relation to returning the person to ministry. This may include the application of safety and wellbeing plans where necessary, which implement formal restrictions on an individual, as well as stringent monitoring requirements.
	Our review has indicated that whilst the safety and wellbeing plans are in place and operational, the plans have not been regularly reviewed or updated. In addition, we note that there is no overall register of plans which are in place.
	We also note that there is currently no process for referral of members for dismissal from the Order in situations where an individual is convicted of an offence relating to child sexual abuse (refer NCSS Indicator 6.3.9).
Recommendation	1. DLSB has engaged an external consultant to assist with the review and update of the safety and wellbeing plans. We recommend that a process be developed to review and update the plans on a regular basis, to ensure any changing circumstances of the respondents are reflected in the plans and monitoring arrangements remain appropriate. 2. A register should be developed to assist with monitoring and review of existing and/or new safety and wellbeing plans. 3. Whilst Indicator 6.3.9 of the NCSS does not require a Church Authority to implement retrospective dismissal for existing respondents, a process should be developed to provide for referral to the relevant dicastery for dismissal, in relation to future convictions relating to child sexual abuse.
Agreed action	1. We will review the safety and wellbeing plans and implement a procedure for ongoing regular review 2. A register for the maintenance of safety and wellbeing plans will be developed. 3. DLSB is an order of Pontifical Right and is closely governed by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life (CICLSAL), the relevant dicastery and thus by the Canon Law. The Trustees have awaited the settlement of various questions regarding the application of canon law to unordained consecrated religious, as well as clarification of some ambiguity remaining in Vos Estis Lux Mundi, which establishes procedural and reporting requirements regarding sexual abuse, but avoids the issue of dismissal. The Trustees continue to endorse and promote zero tolerance for those convicted of child sexual abuse. Each instance is to be treated on a case-by-case basis and the Trustees have established procedures in this regard, which will be reviewed following clarification of options by CICLSAL and the Holy See. These actions will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

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 #8	
Criterion 7.1 – Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures	**Priority 2**
Criterion 7.3 - Personnel receive training to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse	

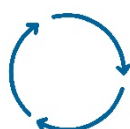|	
Details of finding	The following points were noted: 1. We understand that individual personnel files of employees contain notes on the training they have attended. However, there is no central training register to keep track of and monitor which employees have attended the required safeguarding training. 2. Safeguarding training does not include the topic of information sharing and record keeping requirements.
Recommendation	1. DLSB should ensure that training registers are maintained for all employees and volunteers. 2. Safeguarding training should be updated to include the topic of information sharing and record keeping, in particular the requirement to maintain safeguarding records for a minimum of 50 years.
Agreed action	1. A register for the maintenance of training records will be developed. 2. Safeguarding training will be updated as per the recommendation. These actions will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

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 #9	
Criterion 8.2 - The online environment is used in accordance with the entity's Code of Conduct, safeguarding policies and procedures.	**Priority 3**

Details of finding	DLSB's Digital Use Policy sets out procedures for web security, including blocking of websites and inappropriate content. However, DLSB has yet to implement active monitoring and reporting of online activity.
Recommendation	DLSB should implement monitoring strategies for IT devices under its governance, including the development of appropriate blocking/filtering of online activity.
Agreed action	We will work with our IT provider to determine the best options for firewall and internet protection, including formal monitoring process where a concern arises. This will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer

Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Recommendation #10	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	Our discussions and interviews have indicated that safeguarding requirements are in place for supervision of third party contractors who are engaged by the ministries. However, there is no documented policy or guideline on contractor management. DLSB is in the process of developing a contractor management policy which will then need to be rolled out and implemented.
Recommendation	The contractor management policy and requirements should be finalised and rolled out to all ministries and locations. Agreements with long-term or repeat contractors should contain appropriate references to safeguarding, including: • DLSB's expectations on safeguarding and zero-tolerance approach to child abuse; and • the contractor providing surety that they have policies and procedures in place in relation to safeguarding (including working with children checks where required), or where they don't have their own policy, confirmation that they will adhere to DLSB's safeguarding policies and procedures.
Agreed action	The recommendation will be implemented and will form part of the Safeguarding Implementation Plan to be developed after this audit.
Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Standard 9: Continuous improvement

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

Recommendation #11	Priority 2
Criterion 9.1 - The entity regularly reviews and improves child safeguarding practices	

Details of finding	DLSB has not yet developed a Safeguarding Implementation Plan. DLSB will be using the results of the audit to populate a Safeguarding Implementation Plan, including monitoring and self-audit processes.
Recommendation	A Safeguarding Implementation Plan, including monitoring and self-audit processes, should be developed and actioned, with target dates identified and monitored.
Agreed Action	The findings and recommendations from the audit report will be used to develop a three-year program (Safeguarding Implementation Plan) for continuous improvement and annual reviews. The Plan will also provide a contemporary record of progress in achieving outcomes and objectives.

Responsibility	Professional Standards Officer
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023

Recommendation #12		Priority 2
Criterion 9.2 - The entity analyses concerns and complaints to identify causes and systemic failures to inform continuous improvement		
Details of finding	DLSB has informal processes in place to analyse safeguarding incidents or concerns. However, this could be enhanced through the implementation of formal reporting requirements for the reporting of incidents or concerns arising in the various ministries, to ensure adverse or negative trends or patterns are identified promptly and addressed. This is specifically relevant for the overseas ministries, where there may be less visibility of activities.	
Recommendation	Formal reporting requirements for reporting of incidents and concerns from the various ministries should be reviewed and reinforced, including maintenance of incident registers to facilitate analysis as appropriate.	
Agreed Action	We will review the reporting requirements in line with the recommendation. This will form part of the Safeguarding Implementation Plan to be developed after this audit.	
Responsibility	Professional Standards Officer	
Due date	Planning, consultations and development of Safeguarding Implementation Plan by December 2022, with implementation of actions and update of polices and relevant documentation throughout 2023	

Appendix A

COMPLIANCE ASSESSMENT SCALE

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.	Progress has been made with respect to implementation of the required indicator, however full compliance is yet to be achieved.	Issues have been identified which represent minor procedural weaknesses or improvement opportunities with respect to the operation of 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.	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.	Expected resolution is within 12 months or earlier from the issuance of this report.

Appendix C

The definitions of 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) while 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 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	is a 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.