



Child
Protection
Council

IMPLEMENTATION PROCEDURES

(Procedures to assist the Catholic Church community and Church personnel to implement the *Policy for the Care, Wellbeing and Protection of Children and Young People*)

Revised - December 2009



South Australian Catholic Child Protection Council Policy for the
**Care, Wellbeing and Protection
of Children and Young People**



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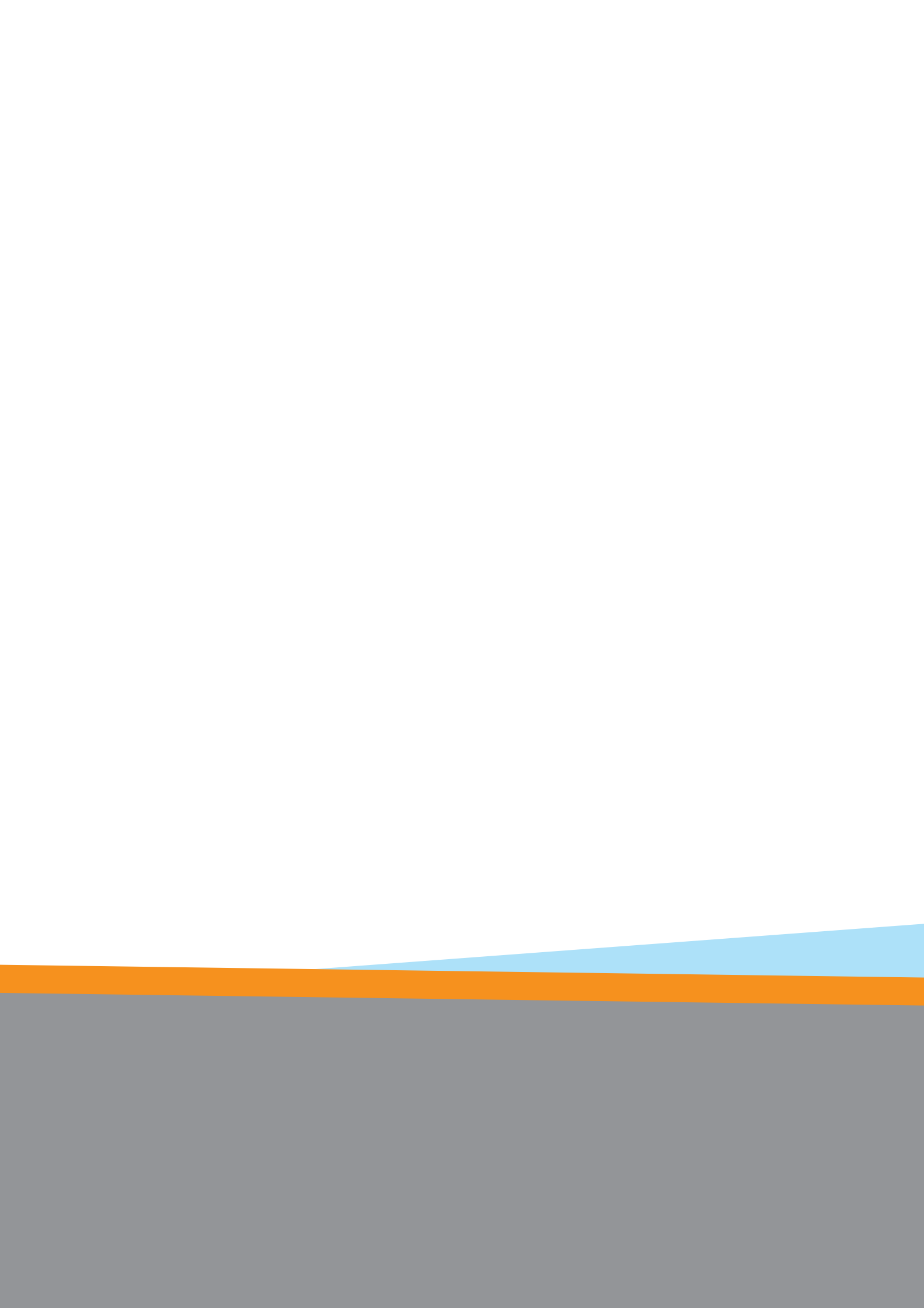
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1. INTRODUCTION

- Context
- Purpose
- Child-Safe Environments for Children and Young People
 - International, National and State Context



South Australian Catholic Child Protection Council Policy for the
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1. INTRODUCTION

CONTEXT

The Catholic Church recognises that the Spirit is at work in all organisations and individuals for whom the care and protection of children and young people is a clear priority. The Church commits itself to work in collaboration with them while drawing its strength from the core of the Gospel – the life, death and resurrection of Jesus.

Animated and challenged by the Gospel, the Catholic Church sees its care and protection of children and young people as a sacred work. The Church shapes its relationships with children and young people through its passion for justice, its commitment to right relationships and its privileging of tenderness and compassion. It undertakes this work seriously and energetically, conscious that it contributes to the renewing of our society and the building up of the Body of Christ in the world today.

PURPOSE

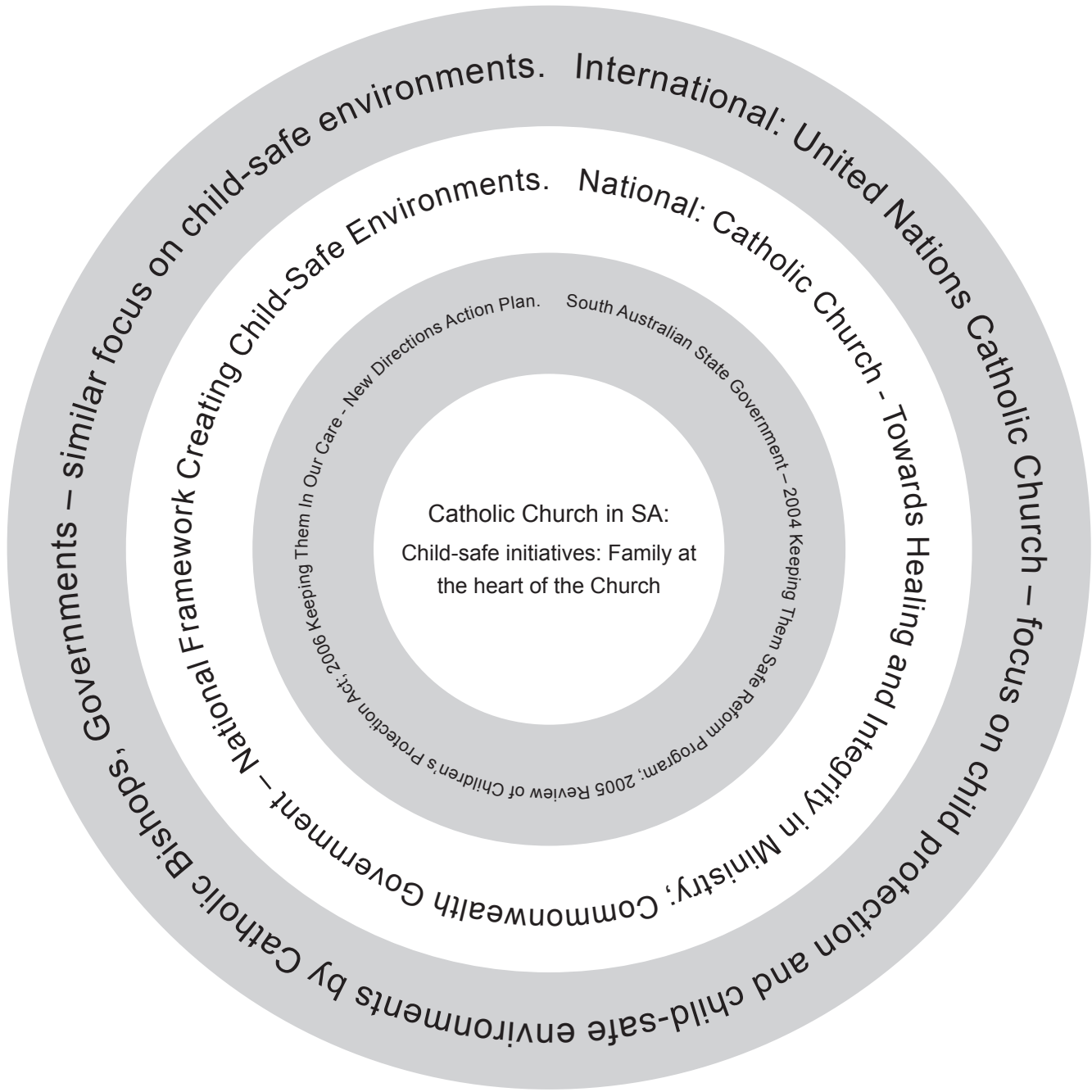
The Implementation Procedures were developed by the South Australian Catholic Church Child Protection Council in consultation with Church, government and community agencies. The Procedures are designed to assist everyone involved in the Catholic Church community to understand their responsibilities and obligations in accordance with the SA Catholic Church *Policy for the Care Wellbeing and Protection of Children and Young People*. They will also enable Church communities to provide safe environments for children and young people.

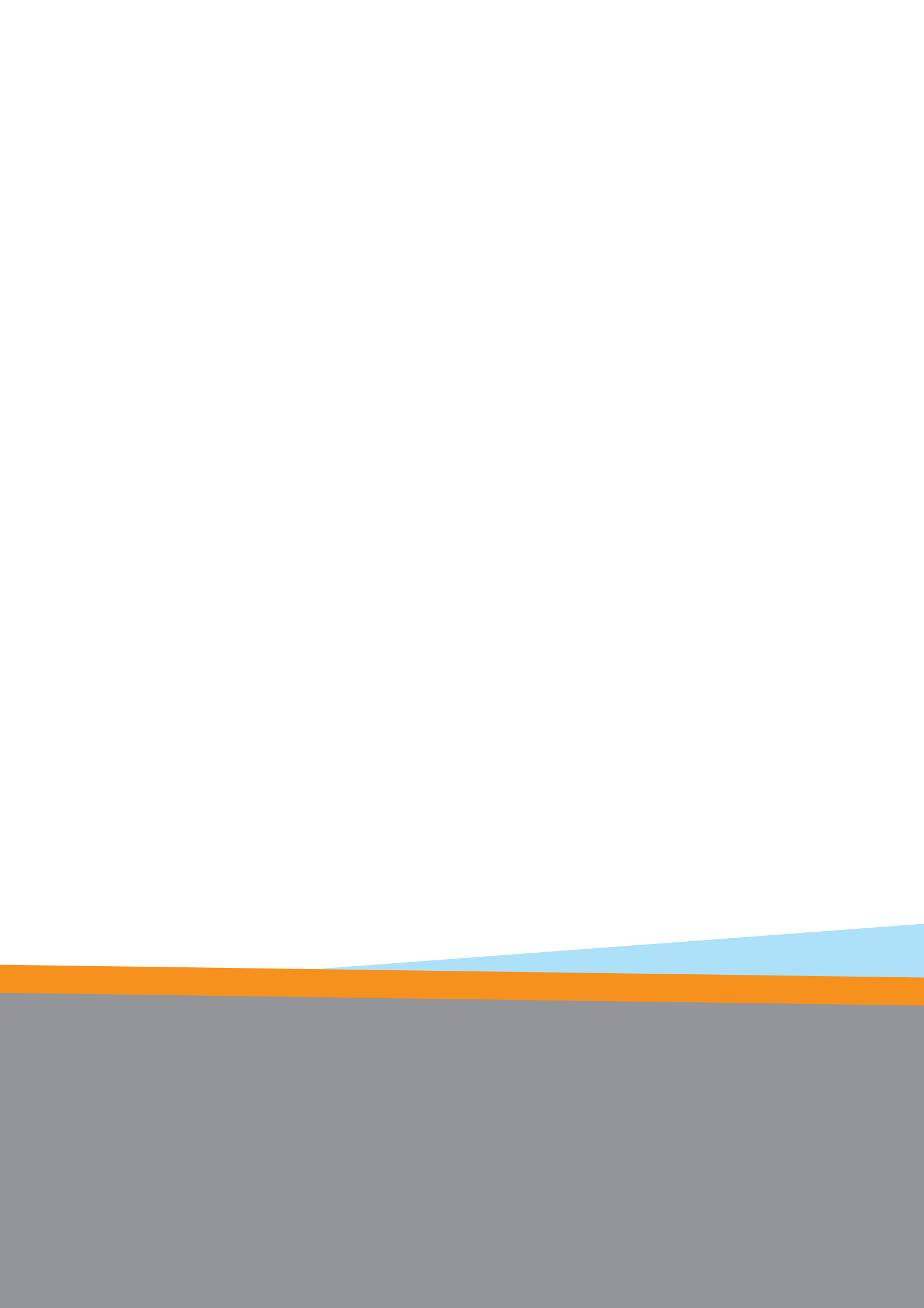
These Procedures provide an overarching framework that will enable every Church community to develop child protection practices in an ongoing cycle of improvement, in light of best practice and state legislative requirements. Parish communities and agencies will use the Procedures for the purposes of:

- Planning
- Implementing
- Reviewing
- Auditing

Catholic Church education, health and welfare agencies can review their existing policies and practices in the context of these Procedures.

CREATING CHILD-SAFE ENVIRONMENTS FOR CHILDREN AND YOUNG PEOPLE –
INTERNATIONAL, NATIONAL AND STATE CONTEXT





2. IMPLEMENTATION PROCEDURES

KEY ELEMENTS

1. Faith and Culture
2. Governance
3. Human Resources Practices
4. Training



South Australian Catholic Child Protection Council Policy for the
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2. IMPLEMENTATION PROCEDURES – KEY ELEMENTS

There are four key elements which need to be established to promote and oversee the safety and wellbeing of children and young people in South Australian Catholic communities, in partnership with their families and the whole community.

These elements are:

1. Faith and Culture
2. Governance
3. Human Resources Practices
4. Training

The key elements, as outlined below, are designed to support Church communities to build their capacity to create child-safe environments. The four elements are inter-related and should be considered together.

1. FAITH AND CULTURE

- 1.1 Catholic Church communities witness Gospel values by respecting the dignity of every person, particularly in the context of the care and wellbeing of children and young people.

This is achieved by:

- 1.1.1 Providing a safe Church environment where children and young people are nurtured to develop their full potential.
- 1.1.2 Providing a welcoming environment for everyone especially children, young people and their families.
- 1.1.3 Involving children and young people in decision-making and empowering them to contribute to the community.
- 1.1.4 Promoting an understanding of the impact of the differences in power between adults and children and young people.
- 1.1.5 Developing positive relationships between Church agencies, such as the parish, with community groups providing services to children and young people.
- 1.1.6 Identifying partnerships and promoting the potential for collaboration and community building.

2. GOVERNANCE

Governance refers to the ways in which an organisation operates. It describes the process of decision-making and the method by which decisions are implemented in an organisation.

2.1 Church communities and agencies are required to comply with State legislative requirements, in particular the *Children's Protection Act 1993 (SA)*, and any Commonwealth initiatives.

This is achieved by:

- 2.1.1 Providing all personnel with current information about legislation and government initiatives.
- 2.1.2 Evaluating current practices and developing an action plan for implementing changes to meet legislative requirements.

2.2 Church communities and agencies are required to promote the South Australian Catholic Child Protection Council Charter and support and implement the *Policy for the Care, Wellbeing and Protection of Children and Young People*.

This is achieved by:

- 2.2.1 Displaying the Charter and Policy visibly in the parish or Church community.
- 2.2.2 Engaging the Church community in activities relating to the implementation of the Policy.
- 2.2.3 Identifying and building on existing structures and practices to support children, young people and their families in the Church community, eg. commissioning a Child-Safe Working Party and / or Child-Safe Contact Person role in a parish or agency.
- 2.2.4 Evaluating current practices and developing an action plan to implement necessary changes to meet the Church requirements.

2.3 Church communities are guided by the principles and behavioural standards set out in the documents, *Integrity in Ministry* and *Integrity in the Service of the Church*. (These documents provide a Code of Conduct and the benchmarks of pastoral and professional practice for persons involved in the service of the Catholic Church in Australia.)

This is achieved by:

- 2.3.1 Acting in accordance with the principles and standards of pastoral and professional practice outlined in the documents relating to professional standards.
- 2.3.2 Evaluating pastoral and professional practice against the principles and standards outlined in the documents.

2. GOVERNANCE ...continued.

- 2.4 Church communities and agencies are required to provide appropriate safeguards for the collection, use and disclosure of personal information relating to children and young people to protect their safety and wellbeing.

This is achieved by:

- 2.4.1 Storing and accessing personal information relating to children and young people appropriately to ensure their safety and protection.
- 2.4.2 Ensuring that all Church personnel who access confidential records, including the personal details of children and young people, are appropriately screened and trained.

- 2.5 Church communities are required to provide an appropriate level of resources to ensure that Child Safe Environments training, practices and programs are given priority.

This is achieved by:

- 2.5.1 Providing training and development for Church community leaders and workers to support them to create and maintain safe environments for children and young people.
- 2.5.2 Providing programs that promote the safety and wellbeing of children and young people, and provide a network of support for families in the Church community.

3. HUMAN RESOURCES PRACTICES

- 3.1 Church communities are required to undertake appropriate recruitment and selection processes to ensure the safety and protection of children and young people when engaging persons for paid or voluntary work. The human resources practices will demonstrate the spirit and intent of the SA Catholic Child Protection Council Charter and Policy.

This is achieved by:

- 3.1.1 Including a public statement of the Church's commitment to maintaining a child-safe environment in all advertised positions.
- 3.1.2 Providing clear role descriptions outlining key functions, specific responsibilities and accountability.
- 3.1.3 Including copies of relevant policies and other documents in position information packages.
- 3.1.4 Ensuring that offers of appointment are provisional on a criminal history assessment clearance.
- 3.1.5 Conducting reference checks on all applicants who meet selection criteria for voluntary and paid positions.
- 3.1.6 Review role/duty statements to reflect the focus on child-safe environments.
- 3.1.7 Ensuring that new Church personnel sign a code of conduct and agree to work within the professional boundaries of the role.
- 3.1.8 Reviewing role descriptions to reflect values, expectations and workplace practices in relation to child protection.

- 3.2 Church communities are required to maintain workplace practices for the support and supervision of all personnel including volunteers.

This is achieved by:

- 3.2.1 Providing induction programs for new employees and volunteers that emphasise values, expectations and work practices.
- 3.2.2 Providing appropriate training for all personnel working with, or in contact with children and young people.
- 3.2.3 Placing a high priority on the quality of relationships between Church personnel and children and young people when planning and reviewing work performance.
- 3.2.4 Advising personnel of relevant operational guidelines, policies and procedures to assist them to respond promptly to any concerns raised about child protection.

4. TRAINING

Information and training will assist Church personnel to develop and maintain the knowledge and skills required for implementing structures for maintaining child-safe environments.

- 4.1 Catholic Church communities are required to provide personnel with training and information in relation to State, Commonwealth and international initiatives regarding the establishment and maintenance of child-safe environments.

This is achieved by:

- 4.1.1 Developing a Child Safe Environments training framework for Church communities.
- 4.1.2 Consulting with, and engaging Church community stakeholders in, implementing and reviewing training guidelines and procedures.
- 4.1.3 Providing personnel with appropriate accredited Child Safe Environments training and refresher courses that inform them of their legal responsibilities to report suspected child abuse and/or neglect.
- 4.1.4 Providing volunteers with appropriate information about child-safe environments and their legal responsibilities to report suspected child abuse and/or neglect.





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