

**ARCHDIOCESE OF ADELAIDE
CHILD PROTECTION UNIT (CPU)
CATHOLIC DIOCESAN CENTRE
SAFE ENVIRONMENTS FOR ALL (SEFA) PROGRAM**



'HOW TO' GUIDES FOR PARISHES

The Archdiocese of Adelaide takes a preventative, proactive and participatory stance on Child Protection. As such, the SEFA Program is underpinned by: the Archdiocese's commitment to build an environment which is child safe and child friendly, where children feel respected, valued and encouraged to reach their full potential as children of God. The SEFA Program is also underpinned by the *Children's Protection Act 1993*, the South Australian Catholic Church and the *South Australian Catholic Child Protection Council Charter*.

The SEFA Program **How to Guides for Parishes** will assist Parishes in their commitment to Child Protection, and in particular to the following four key actions:

1. The Parish promotes and prioritises the **faith message** of Child Protection.
"Let the children, come to me; do not stop them, for it is to such as these that Kingdom of God belongs." (Mark 10:13-15)
2. The Parish appoints a volunteer **Child Safe Contact Person**.
3. The Parish Clergy, Staff and Volunteers have current **Child Safe Environments Training**.
4. The Parish actively implements and regularly reviews the five goals of the **Safe Environments for All Program**.

There are four SEFA Program 'How to Guides' for Parishes

1. How to select and appoint a volunteer Child Safe Contact Person (CSCP) in the Parish.
2. How to conduct a Parish review of the implementation of the SEFA Program.
3. How to induct volunteers who work directly with children and young people in the Parish.
4. How to celebrate national Child Protection Week and Child Protection Sunday in the Parish.

Using the How to Guides

- Each Parish has copies of the *Policy for the Care, Wellbeing and Protection of Children and Young People* and the *SEFA Program Checklist Tool*.
- The Child Protection Unit (CPU) will provide ongoing advice and assistance to Parish Pastoral Councils about implementing the *Policy for the Care, Wellbeing and Protection of Children and Young People* and the *SEFA program*.
- The CPU reminds Parishes of the importance of the *Policy for the Care, Wellbeing and Protection of Children and Young People* and the implementation of the *SEFA Program* in the Catholic Archdiocese of Adelaide.
- Child protection is the **responsibility of every adult in the community** – as such we all need to think about the care, wellbeing and protection of children and young people; how we can make sure we are part of providing child-safe environments in our community EVEN when the Parish itself may not be regularly in contact or a part of activities involving children and young people.

1. HOW TO SELECT AND APPOINT A VOLUNTEER CHILD SAFE CONTACT PERSON (CSCP) IN THE PARISH

- The Parish Leadership informs staff and parishioners that commissioning a volunteer Child-Safe Contact Person (CSCP) will assist the Parish to focus on creating safe environments for children and young people, which is the core principal of the *Policy for the Care, Wellbeing and Protection of Children and Young People* and the purpose of the implementation of the *Safe Environments For All Program* in Parishes.
- The volunteer CSCP is an adult member of the Parish who is interested in creating safe environments for children, young people and the vulnerable. It is recommended that the person has some experience and training in working with children and young people.
- The role of the volunteer Child-Safe Contact Person is to:
 - Liaise and dialogue with the Parish Pastoral Council on matters to do with children and young people in the Parish.
 - Actively promote that the Parish is a Child Safe Organisation.
 - Respond to concerns within the Parish about the safety and wellbeing of children and young people.
 - Attend the **CSCP Forums** (run three times a year) by the CPU.
 - Receive and distribute information and resources from the CPU to circulate within the parish to staff and volunteers.
 - Maintain confidentiality when people communicate concerns about child protection matters.
 - Help coordinate the Child Protection Week (2nd week of September) and Child Protection Sunday (2nd Sunday of September) activities within the Parish.
 - Seek assistance from the CPU if there are queries and matters about child protection that need discussion or further attention in the Parish.
- The Parish Leadership will need to consider:
 - Who will form the selection panel to choose the volunteer CSCP?
 - How often will the volunteer CSCP be invited to feedback/dialogue with the Parish Pastoral Council?
 - What will be the appointment term for the person who takes this role?
 - When and where (for example in a Mass) will the volunteer CSCP be commissioned in their role?

2. HOW TO CONDUCT AN INTERNAL PARISH REVIEW OF THE IMPLEMENTATION OF THE SEFA PROGRAM

- The CPU has developed a **SEFA Checklist Tool** which assists Parishes in the implementation of the five goals of the SEFA Program.
- The SEFA Checklist Tool lists 4 to 6 examples per goal of how a Parish can achieve the goal in practical terms.
- The SEFA Checklist Tool has been formatted as a **flipchart** for ease of accessibility and use by Parish Staff and Volunteers.
- On a rotating 15 month cycle the CPU staff will conduct an external review in Parishes of the implementation of the SEFA Program.
- The Parish Leadership are strongly encouraged to conduct an internal review of the implementation of the SEFA Program on a 6 monthly cycle to identify further action that needs to be taken to strengthen the implementation of the Program.
- The Parish Leadership can use the SEFA Checklist Tool to conduct an informal review of their implementation of the SEFA Program on a **scale of 1 (low implementation) to 5 (high implementation)** in regards to each of the 5 goals of the SEFA Program.

Goal 1: Empowerment of Children and Young People

The Parish nurtures the active and respectful participation of children and young people in its Masses and in its child-focussed activities (for example the Sacrament Program).

1 2 3 4 5

Goal 2: Information and Communication

The Parish provides information and communication to its Staff, Volunteers and Parishioners about the activities and initiatives supporting the Safe Environments for All Program.

1 2 3 4 5

Goal 3: Organisational Structures – Built Environments, Governance and Leadership and Human Resources

The Parish's procedures and processes for its built environment, governance and recruitment of Staff and Volunteers support the implementation of the Safe Environments for All Program.

1 2 3 4 5

Goal 4: Procedures responding to child protection allegations

The Parish Staff and Volunteers understand and act on their mandatory responsibilities with respect to Child Protection.

1 2 3 4 5

Goals 5: Education and Training

The Parish Staff and Volunteers receive education and training that help them to action their ethical and legal responsibility to RECOGNISE indicators of child abuse and neglect and IMPLEMENT reporting guidelines.

1 2 3 4 5

3. HOW TO INDUCT VOLUNTEERS WHO WORK DIRECTLY WITH CHILDREN AND YOUNG PEOPLE IN THE PARISH

- All volunteers working directly with children and young people in the Parish have a copy of the *Policy for the Care, Wellbeing and Protection of Children and Young People* (provided at the Child Safe Environment Training).
- The Parish Leadership are confident that all volunteers understand that the *Policy for the Care, Wellbeing and Protection of Children and Young People* applies to them and the way they work in Parish activities.
- The Parish Leadership take all reasonable steps to ensure that only suitable people are selected to interact with children and young people.
- All volunteers working directly with children and young people in the Parish:
 - Have a current Catholic South Australian **Police Check** Clearance.
 - Sign the ***Working with Children Code of Conduct*** before they commence their role and this is kept on Parish records for the external review.
 - Have current South Australian government-mandated **Child Safe Environments Training**, as provided per the training calendar of the CPU.
- Volunteers working directly with children and young people in the Parish have an induction process to assist them to know about:
 - The Parish and the staff who work there.
 - Their role as the volunteer CSCP and what it involves.
 - Information on Parish and Diocesan procedures that are important to their role, including Occupational Health and Safety procedures
 - The South Australian Catholic Church *Policy for the Care, Wellbeing and Protection of Children and Young People*.
 - Their responsibility as a mandated notifier by law (Children's Protection Act 1993) to report child abuse and/or neglect.
 - The active implementation and regular review of the *SEFA Program* in the Parish.

4. HOW TO CELEBRATE NATIONAL CHILD PROTECTION WEEK AND CHILD PROTECTION SUNDAY WITHIN THE PARISH

- In Australia the 2nd week of September is dedicated to celebrating Child Protection, with a focus on keeping children and young people safe in all communities across Australia.
- The Catholic Church in South Australia celebrates Child Protection Sunday on the 2nd Sunday in September and utilises resources sent to Parishes by the CPU.
- The Parish Leadership, the volunteer CSCP and the Parish members consider what they can do to celebrate Child Protection Week:
 - Make National **Child Protection Week** and **Child Protection Sunday** an agenda item for a Parish Pastoral Council meeting, in June or July, to allow time for planning.
 - What types of activities would it be possible for our Parish to do to celebrate National Child Protection Week?
 - How can such activities involve students in the Parish schools?
 - What are some ways that children and young people could speak to the Parish community about their ideas on safety and wellbeing?
 - How do we celebrate the activities we already conduct in our Parish that promote child safe environments?



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