




CATHOLIC ARCHDIOCESE OF SYDNEY



2022 Parish Self-Assessment Assessed against the National Catholic Safeguarding Standards

Name of Parish:	Good Shepherd Parish Hoxton Park
Parish Priest/ Administrator completing:	Patrick Joseph Hurley
Date:	17 th January 2023
Signature:	
Parish Safeguarding Support Officer:	Maia Petkovic

Introduction: Welcome to the 2022 Parish Safeguarding Self-Assessment and Continuous Improvement Action Plan (Action Plan)

The Archdiocese of Sydney (the Archdiocese) is wholly committed to ensuring the safety, well-being and dignity of all Children and Young People. The Archdiocese provides policy, protocol, guidelines, advice, training, and resource materials whilst working alongside its Parishes to ensure child safe environments for all those involved in work.

This Self-Assessment and Continuous Improvement Action Plan (Action Plan) are tools to assist the Archdiocese's Parishes in reviewing the safeguarding measures they have in place currently and to identify further work that needs to take place within each Church to ensure compliance with the 10 National Catholic Safeguarding Standards. The 2022 Parish Safeguarding Self-Assessment tool has been developed using Australian Catholic Safeguarding Ltd's (ACSL) Self-Assessment of Compliance.

The National Catholic Safeguarding Standards (NCSS) are designed to ensure Catholic Church entities have a child safe culture and practices that are in accordance with legislative requirements, the Australian community's expectations and Gospel values. The aim is to achieve and maintain a genuine commitment to child safe culture and practice through incremental and continuous improvement over time.

The National Catholic Safeguarding Standards are linked to the National Child Safety Principles. They also incorporate specific recommendations and commitments made to the Royal Commission by the Catholic Church in Australia.

1. Committed leadership, governance and culture
2. Children are safe, informed and participate
3. Partnering with families, carers and communities
4. Equity is promoted and diversity is respected
5. Robust Human Resource Management
6. Effective Complaints Management
7. Ongoing Education and Training
8. Safe physical and online environments
9. Continuous Improvement
10. Policies and procedures support child safety.

Steps for Parish Priest/Administrators to complete the Self-Assessment and follow-up Action Plan

Step 1: Complete the Self-Assessment by clicking on the appropriate box in the “**Developed**”, “**Not Met**”, or “**In progress**” column of each question and providing additional information as required. You will see that some of the questions have already been completed for you.

Step 2: If you have, multiple CHURCHES you will need to complete a Self-Assessment and Action Plan for each of the Churches.

Step 3: Identify the gaps when you answer “**Not Met**”, or “**In progress**” to a question, this indicates a need to implement additional measures and these gaps in practice should be transferred to the Parish Safeguarding Action Plan for Continuous Improvement.

Step 4: Action Plan. Each Parish is required to develop a Safeguarding Action Plan for Continuous Improvement (**Action Plan**) for every church they are responsible for. The aim of the Action Plan is help you identify areas within your church that need improvement and to formulate actions and timelines to achieve this.

Step 5: Transfer any outstanding items from your 2021 Action Plan to your 2022 Action Plan.

Step 6: Send the Self-Assessment and Continuous Improvement Plan (Action Plan) to your Parish Council to sign off.

Step 7: Return the signed Self-Assessment and Continuous Improvement (Action Plan) to the Safeguarding and Ministerial Integrity Office by **Friday 25 November 2022**. Please email through to Anna Sammut anna.sammut@sydneycatholic.org

Attachment A of this document provides a template for the **Action Plan for Continuous improvement (Action Plan)** for the each Church. Please share your results and improvements with the Parish staff and Parish Safeguarding Support Officer (PSSO). **Please ensure that the Parish Council or equivalent have signed the Self-Assessment and Continuous Improvement Plan (Action Plan) prior to submitting the completed Self-Assessment to the Safeguarding Office.**

CHILD SAFE STANDARD

1. Committed leadership, governance, and culture

Key Safeguarding Indicators	Not Met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	Examples of how this Indicator may look in a parish
<p>The Archdiocese's current <i>Safeguarding Children and Vulnerable Adults Policy</i> and its procedures are readily available in electronic or hard copy.</p>		✓		<p><i>The Archdiocese of Sydney has developed a Child Safeguarding Policy which is available for download on the Archdiocese Website. The Archdiocese of Sydney is working on incorporating adults at risk to this Policy.</i></p>	<p>There is a link on our Parish Website to the Safeguarding website</p>
<p>The Archdiocese Statement of Commitment is on public display in the Church building, office entry space and facilities</p> <p><i>If not met please explain why.</i> <i>If in progress explain how.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	☒	<p>The Statement of Commitment is on the Notice Board in the Church Foyer.</p>	<p>Displaying the Archdiocese of Sydney's Commitment Statement publically</p>
<p>The Archdiocese Child Safeguarding Policy is published on its website, in the parish bulletin, and newsletter at least once a year.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	☒	<p>There is a link to the Archdiocese Safeguarding on our Parish Website www.hoxtonpark.org.au</p> <p>Details of where to access Safeguarding are occasionally published in our Bulletin</p>	<ul style="list-style-type: none"> • Having a link to the Archdiocese Child Safeguarding Policy on the Parish website • Bulletin notice advising Parishioners where to access the Archdiocese Child Safeguarding Policy
<p>The PSSO or Parish Priest/Administrator attends and report to the parish pastoral council meeting at least once a year or as if any serious concern/risk were to arise. This is evidenced by Minutes of meetings and bulletin notices for events.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	☒	<p>The Parish Priest reports to the pastoral council periodically reflecting Safeguarding matters. Evident in Council minutes</p>	

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
1. Committed leadership, governance, and culture					
Key Safeguarding Indicators	Not Met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Parish has appointed a PSSO (Parish Safeguarding Support Officer) to work with the Safeguarding Office to share responsibility in safeguarding as per the role profile.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There is a PSSO in Good Shepherd Parish, her name is published in the bulletin and our website www.hoxtonpark.org.au, Maja's contact details are in the Parish Office.</p>	
<p>The Parish has publicly displayed the Archdiocesan Code of Conduct for Working With Children in the office entry space for all Church personnel.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Code of Conduct is displayed on the notice board in the Parish Office</p>	
<p>The Parish has documented risk assessments and management plans for ministry and activities such as youth groups, camps/retreats/pilgrimages, overnight and accommodation arrangements with vulnerable people or other events where risk could be assessed as high.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>We have a risk assessment template available if groups assemble.</p> <p>Up until completing this self-assessment there has been no need to complete a risk assessment</p>	

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
1. Committed leadership, governance, and culture					
Key Safeguarding Indicators	Not Met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Parish has documented information and record-keeping policies as outlined in the Archdiocese Protocol: Keeping and Sharing Safeguarding Records</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>There is a maintained Child-Related Activity Register.</p> <p>Records of Code of Conduct, WWCC and Safeguarding Training are stored in a hard safe in a filing cabinet.</p>	<ul style="list-style-type: none"> • Maintaining the Child-Related Activity Register • Records of Workers signed Code of Conduct, WWCC and Safeguarding Training. • Records of complaints received

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
2. Children are safe, informed and participate					
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Parish, maintains records of safeguarding training for Clergy, Employees and Volunteers</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>A Child-Related Activity Roster is maintained for Clergy, Employees and Volunteers</p>	<ul style="list-style-type: none"> • Maintaining the Child-Related Activity Register
<p>Key contact people are identified and are readily available should safeguarding disclosures or suspicions of harm be received.</p> <p><i>If not met please explain why.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Listening to You cards are available in the Parish Foyer.</p> <p>Every attempt is made to include the Safeguarding Bulletin notice each week. The bulletin is available to download on our website</p>	<ul style="list-style-type: none"> • Displaying Listening to you cards in the Parish • Having the Safeguarding Bulletin notice in every Parish Bulletin

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
2. Children are safe, informed and participate					
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<i>If in progress explain how</i>				On display in the office and Church foyer is the Protocol for Clergy and Workers for any Child Related or Vulnerable Adult	<ul style="list-style-type: none"> • Displaying the Reporting Protocol for Clergy and Workers for Any Child Related or Vulnerable Adult Concerns in the office and church
Children and youth ministry have opportunities to participate in decision making and in developing age-appropriate complaints processes, <i>If not met please explain why.</i> <i>If in progress explain how</i>		✓		The Safeguarding Office is in the process of developing.	
The Archdiocese, provides appropriate age-related protective behaviour training for Clergy, Employees and Volunteers. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>The Safeguarding Office has developed Safeguarding training for Clergy, Employees and Volunteers that incorporates Protective behaviours.</i> Records are kept in the Parish	<ul style="list-style-type: none"> • Records of Employees and Volunteers completing Safeguarding Induction Training • Records of Employees and Volunteers completing Safeguarding Refresher Training

CHILD SAFE STANDARD 3. Partnering with families, carers and communities				Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>
Families or guardians are invited to participate in children’s ministries to promote best safeguarding practice. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	At enrolment of each Sacrament parents are informed that preparation sessions must include one parent with their child. Parents are asked to sign a commitment to ministry especially Altar serving and are asked to assist them with robing into their Altar serving garments before each Mass.
The Parish can demonstrate effective use of the PSSO to distribute materials and information and to encourage families to provide feedback and ideas on safeguarding practice. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is a link to the Safeguarding Office contact us page on our website. In our Church foyer there is a notice board dedicated to Safeguarding with materials, protocols and how feedback ideas can be provided.
The Parish, contributes to raising awareness on safeguarding activities and campaigns to help prevent child abuse (and elder abuse for adults at risk). <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Child protection week is celebrated using the materials supplied from the Safeguarding Office, for example the activity book of Celebrating Differences, We Are All Special. It was distributed and our Good Shepherd School was involved with classroom participation.

Examples of how this Indicator may look in a parish

- Letters to parent/guardian advising parent/guardians to attend Sacramental Preparation groups with their child
- Letters to parents/guardians inviting them to participate and assist in children’s ministry
- Parish website has a link to the Safeguarding Office [Contact Us page](#)
- Information available in Parish bulletin on how families can provide feedback and ideas
- Information in Parish bulletin and on Parish website about Safeguarding materials available
- Celebrating Child Protection week and promoting child friendly resources
- Promoting and Providing Children in the Parish with the Child Protection Week competitions

CHILD SAFE STANDARD

3. Partnering with families, carers and communities

Examples of how this Indicator may look in a parish

Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>
The Parish, informs the Safeguarding Office immediately and participates in a risk management plan for known offenders worshipping or using the facilities and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence or knowledge of such offenders worshipping or using facilities or services in our Parish. If such a matter arises Safeguarding will be notified.

- Contacting the Safeguarding Office if a known offender starts to worship at the Parish.

CHILD SAFE STANDARD

4. Equity is promoted and diversity is respected

Examples of how this Indicator may look in a parish

Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>
Parish Priests/Administrators and/or Managers engage with multicultural groups and parishioners where relevant to ensure safeguarding education and practice is promoted through ministry. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Translated documents are not really needed in our Parish. Acknowledgement of Country is on our Parish Website

- Providing translated documents to the community
- If migrant chaplaincy groups use the parish asking the chaplain to sign the [Agreement for use of Parish Facilities](#)
- Displaying the Acknowledgment of Country in Bulletin or on Parish website.

CHILD SAFE STANDARD 4. Equity is promoted and diversity is respected					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Parish, demonstrates cultural safety awareness in its safeguarding practices appropriate to the cultural settings.</p> <p><i>If not met please explain why.</i></p> <p><i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Acknowledgement of Country is on our Parish Website.</p> <p>Good Shepherd Promote Naidoc Week with a special intention in the Prayer of the Faithful</p>	<ul style="list-style-type: none"> • Displaying the Acknowledgment of Country in Bulletin or on Parish website. • Providing translated documents to the community • Promoting and supporting events such as Harmony day in Parish bulletin or social media pages
<p>The Parish can demonstrate how the needs of all children, young people or adults at risk from cultural or diverse backgrounds are considered to enable them to safely participate in activities or ministries.</p> <p><i>If not met please explain why.</i></p> <p><i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Good Shepherd Primary School has a Nicholas Stream Class, where children with disabilities are given the opportunity to learn and participate by Signing, non-verbal. The Sacrament of Reconciliation and Holy Communion was offered with revised preparation lessons appropriate to the needs and understanding of the child. Two children one with disabilities received Reconciliation and a hearing-impaired child received the Sacrament of Holy Communion.</p>	<ul style="list-style-type: none"> • Completing risk assessments which considers children, young people and adults at risk who are from cultural or diverse backgrounds. • Tailoring Sacramental programs so that children from cultural or diverse backgrounds can participate

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
5. Robust human resource management					
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Archdiocese has a current safeguarding <i>Recruitment, selection, training and management</i> procedure and the Parish Priest, Administrator and/or Manager are aware and implements this procedure, evidenced through the appropriate documents on file for paid staff and volunteers.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Paid staff have a contract and job description on file and have a valid WWCC and signed Code of Conduct.</p> <p>Volunteers have a valid WWCC and signed Code of Conduct on file</p>	
<p>The Parish ensures that all relevant clergy, religious paid staff, including volunteers and students working directly with children and young people have a current WWCC.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Clergy, paid staff, and volunteers have WWCC.</p> <p>Child Related activity register is maintained and sent bi-annually to the Safeguarding Office</p>	<ul style="list-style-type: none"> Maintaining the Child-Related Activity Register Recording Child-Related Activity Register reports sent back from the Safeguarding Office.
<p>The Parish can demonstrate that since 2019 newly appointed clergy, and paid staff have undertaken a National Police Check and have clearance to work.</p>	Not Applicable				

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
5. Robust human resource management					
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
All newly appointed Church lay workers paid staff and volunteers working with adults at risk will have completed a Confidential <i>Appointment Declaration Form</i> and provided it to the Parish Priest, Administrator or Manager for suitability checking. This signed form remains on their personnel file.		✓		The Safeguarding Office is in the process of developing.	
All Church lay workers, paid staff and volunteers in regular contact with children or adults at risk have undertaken a Safeguarding induction program for which records have maintained. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	☒	Lay workers, Paid staff and volunteers undertake Safeguarding induction and refresher training when required and are filed.	
All clergy, religious, paid staff and volunteers have a designated supervisor. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	☒	Paid staff are supervise by the Parish Priest and volunteers are supervised by co-ordinators of specific ministries. i.e Readers supervised by Reader co-ordinator.	
There are processes in place to verify the good standing of visiting clergy, seminarians, international clergy and visiting lay ministries.			✓	<i>The Archdiocese of Sydney Visiting Clergy Protocol outlines the process in place to verify the good standing of visiting clergy</i>	

CHILD SAFE STANDARD 6. Effective complaints management					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>Parish Priest is aware and understands the Archdiocese Protocol: Managing a Safeguarding Complaint. This is demonstrated through having readily accessible information and forms available as required and forms being lodged to the Safeguarding Office if/when a complaint is made.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Protocol of Managing a Safeguarding complaint is on display on our notice board in the Church foyer. The form Reporting Details of Safeguarding Complaint is available if required.</p>	<ul style="list-style-type: none"> Using the Form: Reporting Details of Safeguarding Complaint when a complaint is received
<p>The Archdiocese and Parish has readily available information, outlining the roles and responsibilities of personnel for receiving and reporting complaints. This includes information on mandatory reporting obligations and requirements.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The Archdiocese of Sydney has outlined in the Protocol: Managing a Safeguarding Complaint, the roles and responsibilities of personnel for receiving and reporting complaints</p> <p>Good Shepherd Parish is displaying</p> <ol style="list-style-type: none"> 1. Roles and Responsibilities 2. Reporting Safeguarding Complaints 3. Reporting Protocol for Clergy and Workers for Any Child Related or Vulnerable Adult Concerns 	<ul style="list-style-type: none"> The Parish is displaying the Template: Roles and Responsibilities to identify personnel in the community. The Flowchart: Reporting Safeguarding Complaints is available in the Parish Office Displaying the Reporting Protocol for Clergy and Workers for Any Child Related or Vulnerable Adult Concerns in the church

CHILD SAFE STANDARD 6. Effective complaints management					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Archdiocese and Parish can demonstrate their understanding that any complaint of any type of abuse (Physical, Psychological/Emotional, Sexual abuse or Neglect) made against Church personnel will be immediately reported to the Safeguarding Office and civil authorities as required by relevant legislation.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Protocol: Reporting Protocol for Clergy and Workers is on display in the Church and Parish Office.</p> <p>The Flowchart: Reporting Safeguarding Complaints Is on display in the Parish Office</p>	<ul style="list-style-type: none"> The Protocol: Reporting Protocol for Clergy and Workers is displayed in the Parish Office, Meeting Rooms and Church. The Flowchart: Reporting Safeguarding Complaints is available in the Parish Office
<p>The Archdiocese and Parish can demonstrate procedural fairness in complaint management procedures.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>One way in which the Archdiocese demonstrates procedural fairness in complaints management is through letters that are provided to the Complainant and respondent.</i></p> <p>If such a complaint occurs guidelines will be taken from Managing Safeguarding Complaint</p>	<ul style="list-style-type: none"> Verbal interactions and written communications with all parties involved with the complaint follows section 1.7 of the Protocol: Managing a Safeguarding Complaint. i.e letters
<p>The Archdiocese and Parish has a procedure when a complaint is received about abuse, or adult boundary violations for undertaking an initial risk assessment to identify and minimise any further risk to children and adults at risk. <i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>The Archdiocese of Sydney has developed the Protocol: Managing a Safeguarding Complaint which outlines the procedure when a complaint is received about abuse, or adult boundary violations</i></p> <p>This procedure will be followed if an incident occurs</p>	<ul style="list-style-type: none"> The Flowchart: Reporting Safeguarding Complaints is displayed in the Parish Office and Parish Priest and Parish Staff have read and understood how to report Safeguarding Complaints YES

CHILD SAFE STANDARD 6. Effective complaints management					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
					<ul style="list-style-type: none"> Parish Priest are aware of the Flowchart: Managing Safeguarding Complaints and have a copy in their office YES Parish Priest have read and understood the Protocol: Managing a Safeguarding Complaint. And a copy of the protocol is kept on file YES
The Archdiocese and Parish has established procedures that differentiate between historical abuse complaints and current abuse complaints			✓	<i>The Archdiocese of Sydney has developed the Protocol: Managing a Safeguarding Complaint which differentiates historical abuse complaints and current abuse allegations</i>	
The Parish, Ministry or Agency has a robust whistle blowers' policy which ensures procedural fairness.			✓	<i>The Archdiocese of Sydney has developed the Whistleblower Guidelines: Safeguarding Children</i>	
The Archdiocese and Parish has established procedures to ensure that care and support is provided for victims. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The Archdiocese offers care and support to victims by providing free counselling sessions and advice/support on the different avenues on how to report alleged abuse.</i>	<ul style="list-style-type: none"> The Safeguarding Support Services lists is readily available in the parish office, church and confessional. YES

CHILD SAFE STANDARD 6. Effective complaints management					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Archdiocese and Parish has established protocols for managing and supporting respondents to complaints.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p><i>The Archdiocese manages and supports respondents of complaints through Safety and Support Plans as well as Care Plans.</i></p> <p>The Flowchart: Reporting Safeguarding Complaints is displayed in the Parish Office and Parish Priest and Parish Staff have read and understood how to report Safeguarding Complaints</p>	<ul style="list-style-type: none"> • The Safeguarding Support Services lists is readily available in the parish office, church and confessional. • The Flowchart: Reporting Safeguarding Complaints is displayed in the Parish Office and Parish Priest and Parish Staff have read and understood how to report Safeguarding Complaints
<p>The Parish maintains robust records of all complaints, complaints procedures and evidence, and all action taken in relation to the complaint.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>The Parish has a complaint register if such a matter occurs.</p>	<ul style="list-style-type: none"> • The Parish has a complaints register

CHILD SAFE STANDARD

7. Ongoing Education and Training

Examples of how this Indicator may look in a parish

Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
Safeguarding policy and its procedures are accessible and provided to all Church clergy, religious, lay workers, paid staff, and volunteers. This includes induction training, supporting documents including reporting flowcharts for disclosures and suspicions of harm and contact details for the Safeguarding Office.			✓	<i>The Safeguarding Induction Training for Volunteers, Level 1 Safeguarding Training for Clergy and Paid Staff provides information regarding reporting disclosures as well as details to contact the Safeguarding Office.</i>	
All new paid staff and volunteers working with adults at risk are provided with safeguarding induction training within the first two (2) weeks of employment/ministry. Face-to face training occurs within the first three (3) months of commencing. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	✗	There has been no new paid staff or volunteers start.	
If a serious or critical incident occurs or there has been a significant risk of harm identified or harm has occurred to a child, young person or adult at risk a debriefing meeting occurs. The Safeguarding Office is made immediately	<input type="checkbox"/>	<input type="checkbox"/>	✗	The necessary forms are available on file if such an incident occurs	<ul style="list-style-type: none"> The Parish uses the following forms to submit to the Safeguarding Office Form: Details of Child Protection Matter that has been Reported to the NSW Police or

CHILD SAFE STANDARD 7. Ongoing Education and Training					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
aware of this incident through a phone call and incident report form submitted by the Parish. <i>If not met please explain why.</i> <i>If in progress explain how</i>					Form: Details of Child Protection Matter that has not been Reported to the NSW Police

CHILD SAFE STANDARD 8. Safe physical and online environments					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>Those involved in Youth ministries receive training and guidance on how to maintain safe boundaries in interactions with young people, consideration of settings for activities, privacy, consent for photography and social media, rules around transport and how to respond appropriately if concerns arise.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Youth Ministry Leaders have completed necessary training.	<ul style="list-style-type: none"> Maintaining records of Youth Ministry Leaders completing Youth Ministry Induction Training and Level 1 Youth Ministry Training.
<p>The Archdiocese and Parish can demonstrate that safeguarding is evident in practice, to mitigate risk in parish-based activities.</p> <p><i>If not met please explain why.</i> <i>If in progress explain how</i></p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>The Archdiocese can demonstrate that safeguarding is evident in practice to mitigate risk through developing Parish Self-Assessments, auditing parishes, auditing Child-Related Activity Registers and Visiting Clergy Registers.</i>	<ul style="list-style-type: none"> Completing Risk Assessments for activities and events that involve Children and Young People such as Sacramental groups, Children's Liturgy and Youth Ministry Groups
<p>Training for clergy, religious, and personnel working with children, young people and adults at risk includes the Code of Conduct, Integrity in Ministry, best safeguarding practice and risk assessment and planning for physical and online environments.</p>			<input checked="" type="checkbox"/>	<i>Risk Assessments and the Code of Conduct is explained in Level 1 Safeguarding Training for Paid Workers, Level 1 Youth Ministry Safeguarding Training and Level 1 & 2 Clergy Safeguarding Training. Safeguarding Induction Training for</i>	

CHILD SAFE STANDARD 8. Safe physical and online environments					Examples of how this Indicator may look in a parish
Key Safeguarding Indicators	Not met	In progress	Developed	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
				<i>Volunteers also goes through the Code of Conduct.</i>	
The Parish ensures that the rite of confession for children is conducted only in an open space within the clear line of sight of another adult. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Presbyteries, Convents and other private living areas are clearly defined and are not used as places of ministry to children, young people and parishioners. <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Presbytery is not located on the grounds of the Church. It is a separate residence across the road.	<ul style="list-style-type: none"> • Meeting rooms are away from clergy living areas; • Appropriate signage is displayed to ensure child will not enter private living areas
The Parish, has guidelines and processes in place around child safeguarding in third party use of facilities <i>If not met please explain why.</i> <i>If in progress explain how</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Guidelines and processes are used if groups from our Parish use the facilities. Third party groups do not use our facilities.	<ul style="list-style-type: none"> • Parish is using the Archdiocese of Sydney contracts when a third party hires or uses the parish facilities.

CHILD SAFE STANDARD					Examples of how this Indicator may look in a parish
9. Continuous Improvement					
Key Safeguarding Indicators	Met	Not Met	N/A	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
The Parish personnel have access to and understand the National Catholic Safeguarding Standards (NCSS) framework and how procedures to meet the standards are identified and implemented in ministry and services.	✓			<i>The Safeguarding Office provides information regarding NCSS in various levels of Safeguarding Training as well as in the quarterly newsletter.</i>	
The Archdiocese and Parish, ensures feedback on safeguarding policy and its procedures, for formal review processes, are provided to the Safeguarding Office through forums such as meetings or as identified. <i>If not met please explain why.</i> <i>If N/A explain how</i>	☒	<input type="checkbox"/>	<input type="checkbox"/>	Our Parish Self-Assessment is presented to the Safeguarding Office for a full review and feedback of results. A zoom meeting has taken place to discuss previous year self-assessment.	
The Parish can demonstrate its role in promoting safeguarding policy and procedures in action <i>If not met please explain why.</i> <i>If N/A explain how</i>	☒	<input type="checkbox"/>	<input type="checkbox"/>	The link to the Safeguarding Website and Contact details of the Safeguarding Offices are on our website. Documentation is displayed in appropriate areas e.g., Notice Board, Parish Office etc. Safeguarding notice in the Bulletin	<ul style="list-style-type: none"> Link to the Safeguarding website on Parish website. Relevant Safeguarding documentation displayed in parish Having the Safeguarding Bulletin notice in every Parish Bulletin

CHILD SAFE STANDARD

10. Policies and Procedures Support Child Safety

Examples of how this Indicator may look in a parish

Key Safeguarding Indicators	Met	Not Met	N/A	Evidence: <i>provide specific examples of how you evidence this in your Parish</i>	
<p>The Archdiocese and Parish participates in reviewing safeguarding implementation. This may occur through surveys, polls, discussions, and forums such as the Council of Priests meeting and Consultors.</p> <p><i>If not met please explain why.</i> <i>If N/A explain how</i></p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>The Safeguarding Office takes reviewed Safeguarding documentation to the Council of Priests to consider and provide feedback.</i></p> <p>Emails and discussions with Parish community about compliance needed for Safeguarding</p>	<ul style="list-style-type: none"> • Documented discussion in Parish community about Safeguarding Implementation in the Parish
<p>The Parish participates in annual safeguarding training or forums to be briefed on key reforms and updates.</p> <p><i>If not met please explain why.</i> <i>If N/A explain how</i></p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Records are maintained for the Parish Priest Safeguarding Training.</p> <p>Will make Safeguarding Newsletter available to the community via the Parish website.</p>	<ul style="list-style-type: none"> • Parish maintaining records of Parish Priest and other clergy in the parish attending annual Safeguarding Training • Quarterly Safeguarding Newsletter made available to Parish Community.
<p>The Parish, Ministry or Agency participates in debriefing and reviews should a critical incident occur, or a complaint received, as it relates to that respective Parish, Ministry or Agency.</p> <p><i>If not met please explain why.</i> <i>If N/A explain how</i></p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Annual reviews happen for training, Child related activity register and the Parish Self-Assessment to ensure to the best of our ability that all necessary items are completed.</p>	<ul style="list-style-type: none"> • The Parish annually reviews its complaints register, Training register and Self-Assessment with the Parish Council or other relevant committee. • Parish Priest debriefs with staff after a critical incidents occurs – evidenced through minutes of meeting

ATTACHMENT A

PARISH SAFEGUARDING ACTION PLAN FOR CONTINUOUS IMPROVEMENT 2022

Church Name:

Remember: Transfer any outstanding items from your 2021 Parish Safeguarding Action Plan

Self-Assessment Question number	Area for Improvement	Action required	By whom	Timeframe and close out
<p>Standard No: 1</p> <p>Question No: 1.5.1</p>	<p>The Parish has Safeguarding Risk Management Plans</p>	<p>Parish Priest to identify and list all child related activities in the community such as children serving on the alter, children liturgy or youth groups and conduct a risk assessment on each relevant activity.</p> <p>Utilise template Risk Assessment and guidance document supplied by the Safeguarding Office and file completed risk assessments in parish files</p> <p>Review risk assessments when identified activity is repeated and amend risk assessment if require. Communicate risk assessment with any volunteers/employees involved in the</p>	<p>Parish Priest/ Parish Secretary/ Ministry Coordinator/ PSSO</p>	<p>To be completed by April 2021</p>

		activity. Safeguarding Office is happy to provide help and feedback on risk assessments		
Standard No: 5 Question No: 5.4.2	Ongoing supervision and people management	Annual personnel performance reviews are undertaken. Performance reviews are used to improve personnel's skills and knowledge especially in relation to child safety. Annual personnel performance reviews need to be kept in secure location	Parish Priest	December 2020
Standard 8 8.1	Complete Risk Assessments for activities and events that include Children and Young People	If our Parish engages in activities or events that include Children or Young People, a Risk Assessment must be completed and stored in a secure place.	Parish Priest and Youth Ministers	No specific timeline can be established, currently our Parish isn't conducting such activities, as all activities and events involve parents/carers with their children. Upon the introduction of such activities or events taking place with just Children or Young

				People the Risk Assessment would occur immediately.
8.2	Consent Forms asking details about specific needs of Children and Young People and having the information available if an emergency arises.	Once again, as stated above in 8.1 the same procedure would occur	Parish Priest and Youth Ministers	As above, as stated in 8.1 No specific timeline can be established, currently our Parish isn't conducting such activities, as all activities and events involve parents/carers with their children. Upon the introduction of such activities or events taking place with just Children or Young People the Consent Forms would occur immediately.

Add extra rows if required.

Parish Priest/Administrator to date and sign PARISH SAFEGUARDING ACTION PLAN FOR CONTINUOUS IMPROVEMENT 2022. The Safeguarding Action Plan is to then be shared and discussed with the Parish Council or equivalent. The PARISH SAFEGUARDING ACTION PLAN FOR CONTINUOUS IMPROVEMENT 2022 is to be made available to all Workers and Volunteers within the Parish.

Parish Priest/Administrator Name: Rev Patrick Hurley

Signature:



Chair of the Parish Council Name: No One Currently, the Chair

Recently resigned their Position.

Date Signed: 17th January 2023

