

CATHOLIC ARCHDIOCESE OF SYDNEY YOUTH MINISTRY

SAFEGUARDING & CHILD PROTECTION HANDBOOK



**THIS HANDBOOK HAS BEEN DEVELOPED TO PROVIDE
INFORMATION FOR ALL WORKERS, PARTICIPANTS AND
PARENT/CARERS INVOLVED IN YOUTH MINISTRY**



CATHOLIC ARCHDIOCESE OF SYDNEY



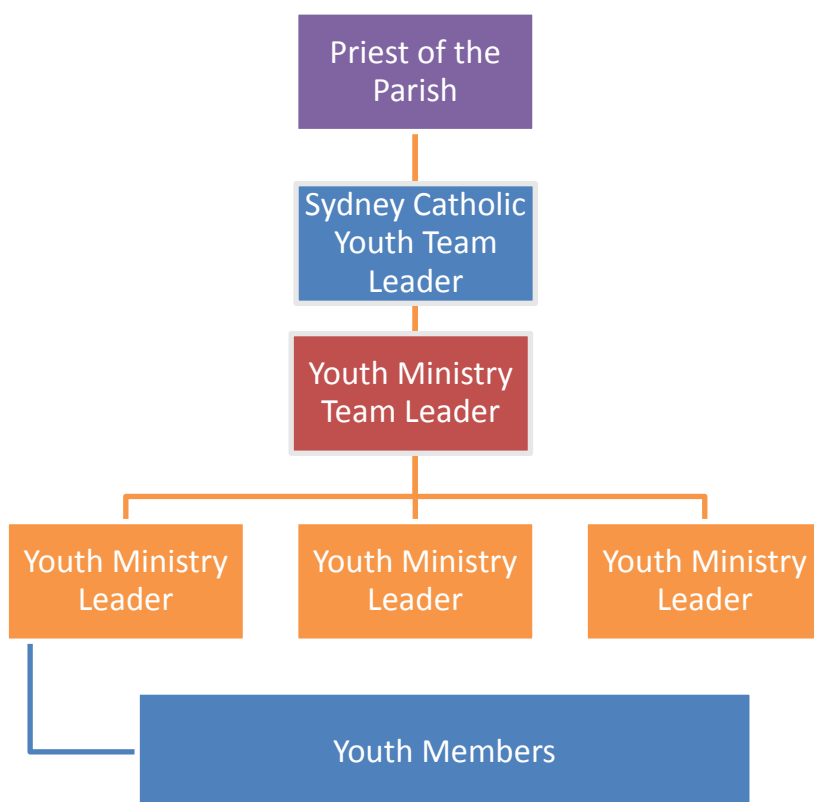
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Glossary of Terms

1. Archdiocese	Catholic Archdiocese of Sydney
2. Archdiocesan Website	The Catholic Archdiocese of Sydney website www.sydneycatholic.org
3. Code	Code of Conduct for Working With Children
4. Handbook	The Youth Ministry Safeguarding and Child Protection Handbook
5. PACS	Parish Administration & Communications System
6. Priest of the Parish	The Parish Priest or Administrator is the responsible entity for Safeguarding and Youth Ministry in the parish.
7. Sydney Catholic Youth Team Leader	Responsible for Youth Ministry in the Archdiocese.
8. Youth Ministry Team Leader	The Youth Ministry Team Leader supervises Youth Ministry Leaders of the parish Youth Group and reports directly to the Priest of the Parish
9. Youth Ministry Leader	A Volunteer ministering with youth in a Youth Ministry role under the supervision of the Youth Ministry Team Leader
10. Young Adult Youth Group	Ages 18 to 35 years (to be conducted separately to Junior and Middle Youth Groups)
11. Youth Members	Members of a Youth Group as follows: Junior Youth Groups: Ages 9 to 14 years Middle Youth Groups: Ages 14 to 17 years
12. Youth	Youth refers to young people aged between 9-17 years of age

Youth Ministry Reporting Line



It is the young who want to be the protagonists of change. Please, don't leave it to others to be the protagonists of change. You are the ones who hold the future! You...through you the future is fulfilled in the world.

Pope Francis (Vigil, WYD Rio de Janeiro, 2013)

Foreword by Archbishop Anthony Fisher

The purpose of the handbook you now hold in your hands is to ensure the safety and dignity of all, but especially of our young people, who are often the most vulnerable, and the most overlooked. It's about respecting the intrinsic and inalienable dignity of every human person. Indeed the age-old tension between those who will act for the safety of others, and those who will not, can be characterised as the battle between dignity and humiliation. We see Joseph's brave decision not to publicly humiliate Mary when he thought she had committed adultery; and his even braver decision to repair her dignity by taking her to his home and heart when none but an angel believed her (Mt 1:18-24). We hear the example of those determined to humiliate the woman caught in adultery and stone her alive, and Jesus' merciful intervention, restoring her to the dignity of a free agent (Jn 8:1-11). We know the tales of lepers, sinners, tax-collectors and other outcasts likewise brought to the table by Jesus. And we recall the many times Jesus showed profound love and respect for the little ones, especially the children who were brought to him.

As you read through these pages and implement them in your practice as a youth minister, you will be making the choice to see and hear, to understand and act, to choose against humiliation and exploitation and for the dignity of the children of God. This is a journey without end in this life: every generation must commit anew to the choice for dignity, for the voiceless, and none of us can push that responsibility onto others or imagine we've ticked the safeguarding box for good. As the Director of our Safeguarding Office, Karen Larkman, has said, we're all on a journey when it comes to the protection of children and other vulnerable people and 'If we are not part of the solution then we are part of the problem'. I am confident that you will be part of the solution! God's grace and peace to you as you help our young people deepen their faith and grow in mind, body and spirit.

It is essential that we, as a Church, be able to acknowledge and condemn, with sorrow and shame, the atrocities perpetrated by consecrated persons, clerics and all those entrusted with the mission of watching over and caring for those most vulnerable. Let us beg forgiveness for our own sins and the sins of others. An awareness of sin helps us to acknowledge the errors, the crimes and the wounds caused in the past and allows us, in the present, to be more open and committed along a journey of renewed conversion.

Pope Francis 2018

Introduction

Congratulations on your appointment as a Youth Ministry Team Leader/Youth Ministry Leader and a very warm welcome to Youth Ministry in the Catholic Archdiocese of Sydney. We hope this experience will be a rewarding and meaningful opportunity for you to help spread the word of Jesus Christ and foster the faith amongst the youth of the Catholic Church.

As a response to the Christian calling to be Christ-like and virtuous in our dealings, Youth Ministry also comes with responsibility. We are reminded of the importance of respect for the dignity of every person, in particular our responsibility to those who may be vulnerable and to appropriately care for the safety, welfare and wellbeing of all youth that engage in the Youth Ministry groups in the parishes and agencies of the Archdiocese.

The purpose of the Youth Ministry Safeguarding and Child Protection Handbook (the Handbook) is to guide and support you in understanding Safeguarding and Child Protection responsibilities within Youth Ministry. The Handbook will also assist you in considering your own personal boundaries and safety when ministering in Youth Ministry. This Handbook is for Youth Ministry Team Leaders/Youth Ministry Leaders ministering with Junior Youth Groups (9 to 14 years of age) and Middle Youth Groups (14 to 17 years of age).

The Handbook incorporates current Safeguarding and Child Protection Policy and Protocols of the Catholic Archdiocese of Sydney, in line with current Child Protection legislation and regulations, and should be used in conjunction with additional support available from the Archdiocese.

The Handbook is applicable to all Priests of the Parish, Youth Ministry Team Leaders and Youth Ministry Leaders that minister with youth in the Catholic Archdiocese of Sydney.



... We are never completely ourselves unless we belong to a people...God wanted to enter into the life and history of a people.

(Gaudete et Exsultate, 6)

Safeguarding Responsibilities in Youth Ministry

Ministering with youth is a privilege but it also comes with responsibility and duty of care requirements.

As a Youth Ministry Team Leader or a Youth Ministry Leader it is important that you reflect on the impact you may have personally on the youth members you are ministering with, your colleagues and others in the Church, either individually or when providing Youth Ministry in Church environments.

We all need to understand the values and standards we are expected to be bringing to our ministry. What behaviours will you be expected to model? What policies and protocols do you need to be aware of and follow to ensure the youth members in your care are kept safe from risk of harm? What do you need to know to keep yourself safe when ministering to youth members?

To help make it easier for you to understand what is expected of you when considering your Safeguarding responsibilities in Youth Ministry we have broken down the responsibilities into four main sections that the Handbook explains in further detail as well as an Appendices section that includes additional Safeguarding resource documents:

1.	Creating and Maintaining Safe Environments
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2.	Behavioural Expectations
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3.	Knowing and Understanding Young People
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4.	Recognising, Responding and Reporting of Abuse
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5.	Appendices – Additional Resource Documents
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1. Creating and Maintaining Safe Environments

Creating and Maintaining Safe Environments involves a variety of Safeguarding strategies from the most basic to the more detailed, that when used together, effectively help to mitigate risks to youth, staff and volunteers as well as others involved in Youth Ministry activities and events. The Safeguarding strategies we are expected to use ensure we have appropriately recruited, vetted, inducted and trained people ministering with our youth members in our Youth Ministry programs. The strategies also help us to consider the types of risks associated with the activities we hold in our programs and how it is possible to mitigate most identified risks. Some high risk areas of Youth Ministry programs are the communication methods we use, supervision of youth members, transportation of youth members and overnight camps.

The Archdiocese is committed to making our Church environments safe for all and the way we do this is by implementing and adhering to the following Safeguarding strategies listed below:

- Fundamental Safeguarding Strategies
- Setting Up Youth Ministry in Your Parish
- Risk Assessment and Mitigation Strategies
- Appropriate Communication Methods

Fundamental Safeguarding Strategies

It's important when ministering in Youth Ministry that all of us are aware of some of the most fundamental Safeguarding strategies we can use to create and maintain safe environments. When used in conjunction with the other strategies listed above we are all helping to ensure that our Church environments are the safest they can possibly be. Below are some of the fundamental Safeguarding strategies that are expected of us when ministering with youth in the Archdiocese:

Physical boundaries

- Always have another verified adult with you when you are with a youth member
- Activities that give rise to one-on-one youth/adult encounters are conducted in a manner and space in clear view of other adults
- Respecting and acknowledging individuals personal space
- Physical restraint should only be used in an emergency when a child is in danger or is a danger to others

Safe and open spaces

- Meetings with a youth member are to be held in open spaces or rooms with a door open in line of sight of someone else
- If you find yourself alone with a youth member move to another room, or respectfully ask the youth member to leave
- Avoid being alone in a bathroom with a youth member, leave the room if there is not another adult present

Respectful and appropriate communication

- Use respectful communication with everyone including youth members
- Never speak to a youth member in a way that could cause emotional harm e.g. use sarcasm, belittling, humiliating or bullying words or actions
- Do not tell rude, inappropriate or sexualised jokes or hold sexualised conversations of any kind
- Remember, you are not a counsellor nor is it your role to counsel people. It is very important that if people need advice and support they are referred to the right people. In the first instance, please contact your Supervisor (see Youth Ministry Reporting Line on page 3) who will help identify the appropriate resources

Avoid social media contact (and other personal technologies)

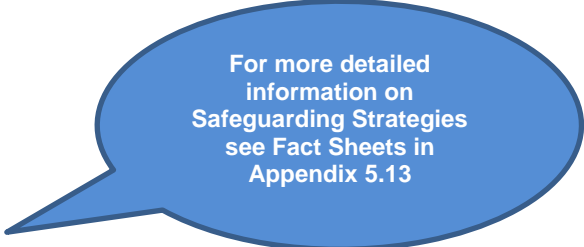
- If it is necessary to communicate with a youth member on their personal technology ensure you have first obtained written permission from the parent/guardian/carer and the parent/guardian/carer provides supervision of the interaction by being copied into all communications – never communicate one on one
- Do not friend a youth member on your personal Facebook page or any other form of social media
- If there is a Youth Ministry Facebook page, ensure the page is public and is administered for appropriate content

Professional not personal

- Your relationship with a youth member in a Youth Ministry setting is of a professional nature (even if you know the youth member outside the youth group). As a Youth Ministry Leader, you are not to enter into a personal (intimate) relationship with a youth member in your Youth Ministry group
- It is essential that you declare any current personal relationship with any youth member in your group to your Youth Ministry Team Leader and Priest of the Parish
- Understand that as a Youth Ministry Leader you are in a position of power within that relationship. Therefore it is important that you recognise the power imbalance between both parties ensuring you do not abuse that power instead using your power to professionally support, mentor and guide the youth member you work with
- Do not disclose details of your personal life to youth members
- Do not give your personal contact details to youth members

Restricted interactions

- Ensure appropriate resources are screened and approved by the Youth Ministry Team Leader before use in the Youth Ministry group such as music, movies and print materials
- Ensure that you do not transport a youth member alone (there must be at least one other adult present) (See page 18 for details on Transportation)
- You are not to be under the influence or use prohibited drugs, alcohol or tobacco whilst supervising youth. You are not to supply alcohol, tobacco or other drugs to youth



For more detailed
information on
Safeguarding Strategies
see Fact Sheets in
Appendix 5.13

Setting Up Youth Ministry in Your Parish

- Recruitment of Youth Ministry Volunteers
- Vetting of Youth Ministry Volunteers
- Youth Ministry Safeguarding Induction
- Youth Ministry Safeguarding Training

The Priest of the Parish is the responsible entity for the development and ongoing oversight of Youth Ministry Group in the Parish. The Youth Ministry Team Leader is expected to work in conjunction with the Priest of the Parish in the setting up and safe running of the Parish Youth Groups.

The Safeguarding recruitment, vetting, induction and training process is the same for all paid staff and volunteers who minister with youth, including Youth Ministry Team Leaders and Youth Ministry Leaders.

The role of the Youth Ministry Team Leader during the recruitment and induction phase is to support the Priest of the Parish to recruit, induct and train Youth Ministry Leaders using the appropriate Safeguarding recruitment protocols.

All Youth Ministry workers, whether paid or volunteers are subject to, and expected to abide by, the Safeguarding recruitment, induction and training protocols, and to actively participate in creating and maintaining safe environments for all when ministering with youth members in the Archdiocese.

Recruitment of Youth Ministry Volunteers

Recruiting, inducting and training adult volunteers involves planning. It is important that the appropriate Parish and Safeguarding Policies and Protocols are followed when recruiting staff and volunteer Youth Ministry Team Leaders/Leaders.

The Archdiocese recruitment process requires that:

- All positions are advertised with a Position Description
- All potential workers are interviewed by the Priest of the Parish supported by the Youth Ministry Team Leader using the Archdiocese *Interview Questions for Engaging Employees and Volunteers Form*. (Refer to Appendix 5.4 *Interview Questions for engaging employee and volunteers*)
- Referee checks are required for preferred applicants using the *Archdiocese Reference Checking Questions and Red Flags Form*. (Refer to Appendix 5.5 *Questions for Referees*)
- All staff and volunteers require a Working with Children Check (WWCC) prior to being engaged for any work in Youth Ministry. A worker cannot be engaged in a position until they have a verified WWCC clearance.
- All volunteers must read and sign The Code of Conduct and the Volunteer Agreement prior to commencing in Youth Ministry and provide it to the Priest of the Parish for the parish office to keep with other relevant records in an individual's personnel file. (Refer to Appendix 5.2 *Volunteer Agreement form*. See page 11 for details on Record Keeping)

Qualities to look for in an adult volunteer:

- An active Catholic in good standing with the Church with no impediment to full communion
- Strong verbal and written communication skills
- Reasonably knowledgeable, believes in and supports the teachings of the Catholic Church
- Able to make a commitment and follow through
- Is enthusiastic, self-motivated and organised
- Has a sense of humour
- Is trustworthy, be of good character, reputation, background and record
- Is prayerful
- Maintains appropriate personal and professional boundaries with youth members
- Continues their lifelong formation in the Catholic faith

When engaging staff or volunteers to minister with youth members in the Archdiocese Youth Ministry programs it is essential that the Policy of the Archdiocese is followed in all instances.

Vetting of Youth Ministry Staff and Volunteers

Under the *Child Protection (Working with Children) Act 2012 (NSW)*, a Working With Children Check is a requirement for people who work or volunteer in child-related roles. The NSW Office of the Children's Guardian is the government agency responsible for reviewing the records of each individual to consider their eligibility to work with children. The Office undertakes a review of an individual's records, including a national criminal history check and a review of any findings of workplace misconduct in relation to a child or young person up to the age of 18 years. (See [Guidance Document in Safeguarding & Child Protection Manual: What is Child-Related Work?](#) available on the Archdiocese's website under the Safeguarding Tab)

After the checking is complete, the individual applying for a Working With Children Check is given either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

The Working With Children Check is fully portable so it can be used for any paid or unpaid child-related work in NSW for as long as the worker remains cleared.

The Archdiocese requires that all employees and volunteers who work with youth have a verified Working with Children Check **prior to** engagement. Working With Children Checks for volunteers are free however there is a fee for paid employees.

To apply for a Working With Children Check (WWCC):

1. Go to the website www.kidsguardian.nsw.gov.au and fill in the online application form.
2. Once completed you will receive an application number, which you need to take to the closest Service NSW Centre or Motor Registry. You will also need to take proof of identity with you such as a valid NSW Drivers Licence. If you are working in a voluntary capacity the WWCC is processed for free, otherwise if you are working in a paid position, you will be required to pay a fee for processing the application.
3. Your Working with Children Check Number will be emailed to you by the Office of the Children's Guardian.
4. You will need to provide your Working With Children Check Number and your date of birth to the Priest of the Parish and/or Sydney Catholic Youth for verification, before commencing your Youth Ministry work.

5. Working With Children Checks are valid for 5 years. You will need to renew your WWCC prior to expiry if you are still working with children.

Note: It is Archdiocesan Policy that all child related records must be kept indefinitely by the parish in the individuals personnel file, including:

- recruitment records;
- signed Volunteer Agreements and Code of Conduct;
- WWCC validation and
- training records

Other child related records must also be stored, such as:

- risk assessments;
- medical information and
- permission forms for Youth Ministry events.

Records can be stored in PACS or other physical files.

See Fact Sheet: Keeping and Sharing Safeguarding Records in the Safeguarding and Child Protection Manual available on the Archdiocese's website

Then I saw another angel flying directly overhead, with an eternal gospel to proclaim to those who dwell on earth, to every nation and tribe and language and people.

Revelation 14:6

Youth Ministry Safeguarding Training

After completion of the recruitment process, signing of the Code of Conduct and/or Volunteer Agreement all Youth Ministry Team Leaders and Youth Ministry Leaders are expected to complete Safeguarding Training. Safeguarding Training is mandatory for all those that work directly with children and young people within the Archdiocese. The Archdiocese maintains a high standard in Safeguarding Training.

It is Archdiocesan policy that all Youth Ministry Team Leaders complete *Safeguarding Online Youth Ministry Induction Training* as well as attend our *Youth Ministry Safeguarding Training* facilitated by the Safeguarding and Ministerial Integrity Office along with ongoing Safeguarding training and Safeguarding Refresher training every three years.

Youth Ministry Leaders are required to complete the online complete *Safeguarding Online Youth Ministry Induction Training* along with ongoing Safeguarding training and Safeguarding Refresher training every three years.

Completion of mandatory Safeguarding Training ensures that all who work within the Archdiocese are aware of their Safeguarding and Child Protection obligations in line with current legislative, regulatory and policy requirements.

Youth Ministry Team Leaders	
Training Required:	<ul style="list-style-type: none">• Safeguarding Online Youth Ministry Induction Training completed prior to appointment of position• Youth Ministry Safeguarding Training completed within 6 months of position• Ongoing Safeguarding Training as required• Safeguarding Refresher Training every three years
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office
Youth Ministry Leaders	
Training Required:	<ul style="list-style-type: none">• Safeguarding Online Youth Ministry Induction Training completed prior to appointment of position• Ongoing Safeguarding Training as required• Safeguarding Refresher Training every three years
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

- ☐ For more information please refer to our Mandatory Safeguarding and Child Protection Training Policy Statement available on the Archdiocese's website under the Safeguarding Tab
- ☐ To register for training, please go to the Archdiocese's website and click the Safeguarding Tab to find our current training timetable.
- ☐ For any training queries please contact the Safeguarding Officer, Training & Development on **02 9390 5811** or safeguardingtraining@sydneycatholic.org

Risk Assessments and Mitigation Strategies

A significant part of organising any event or activity (referred to as 'activity/activities' for the purpose of this section) within Youth Ministry is the assessment and mitigation of risk to youth members, staff and volunteers, other attendees, any additional helpers and the organisation as a whole. All who work in Youth Ministry are responsible for creating and maintaining safe environments.

One important part of the Archdiocese Safeguarding strategy is the use of Risk Assessments and Mitigation Strategies (referred to as Risk Assessment for the purpose of this section) for all activities involving young people. These activities could include but are not limited to:

- Youth Ministry group gatherings
- Youth Ministry group gatherings when Young Adult Youth Groups are present with Junior and Middle Youth Groups
- Music events, discos or performances
- Barbeques and parties
- Transportation of youth members
- Excursions
- Overnight camps
- World Youth Day and other similar larger events
- Other activities and events that are specific to the Youth Ministry in your Parish

A Risk Assessment for each activity held within the Youth Ministry programs should be created, stored and updated as required. It is recommended that a working group is formed by the Youth Ministry Team Leader to create the Risk Assessment. After an activity has been held, it is important to review the activity to ensure that any further risks identified are then considered and included in any future Risk Assessments.



Risk Assessment and Mitigation Strategies Template

To assist in the production of Risk Assessment and Mitigation Strategies, the Safeguarding Office has developed a Risk Assessment and Mitigation Strategies template that shows the steps necessary to create a professional document. Along with the template, there is a *Guidance Document: Risk Assessment and Mitigation Strategies for Safe Environments* available on the Archdiocese's website under the Safeguarding Tab. The Safeguarding Office is happy to assist with any questions you may have when producing Risk Assessments.

Risk Assessment and Mitigation Strategies



Name of Activity:		Eg: Outdoor Liturgy Group (see examples below)		Date of Activity:			
Risk Assessment Steps				Reoccurring Event (circle):		YES or NO	
Step 1	Identify the activity, then identify the risks: what could happen, how could it happen						
Step 2	Consequence of the risk, what could happen, how could it happen						
Step 3	Mitigate the risk, what mitigation strategies are in place to minimise or control the risk and what further mitigation strategies could you put in place. Completed Risk Assessment to be signed off by Parish Priest.						
Step 4	Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity, the workers including volunteers and parent helpers and the children and young people for a safe and successful activity						
Step 5	Evaluate the treatment, did it work, is there more we need to do to create a safe environment. Update your plan if improvements can be made for next time.						
Plan Prepared by:		Name:	Plan Approved By Parish Priest or Head of Agency:		Name:	Date:	
		Sign:			Sign:		
Emergency Nos:							
Please Note: Add or subtract the rows in the table below depending on how many risks you identify							
Risk Reference	1. Identify Risk(s)	2. Consequence of the Risk	3. Mitigation Strategies				
Examples:	1. Sunburn	Child unwell, sunstroke, burns, dehydration	<ul style="list-style-type: none"> Find shady area to sit if possible Ensure sunhats are worn, sunscreen and water provided 				
	2. Unsecured exit/entry points	Child goes missing, strangers have access	<ul style="list-style-type: none"> Keep outside gates locked Constant supervision 				
1.							
2.							
3.							

Risk Assessment and Control Plan v4

Nothing in life is without risk. You may not be able to eliminate risk altogether when planning an activity or event, however there usually are acceptable ways to safely mitigate risk.

Guide to Completing a Risk Assessment

A Risk Assessment is a resource that will help you identify potential risks in your planned activity and allow you to think of ways to mitigate the risk. A Risk Assessment should always be prepared well in advance, not on the day. Once risks are identified mitigation strategies can be put in place to minimise any identified risks. Mitigation strategies should be implemented before and during the course of the event.

Risk Assessments and Mitigation Strategies:

1. **Risk Assessments:** help to identify potential risks in your Youth Ministry activities (use as many of the Youth Ministry team as possible to brainstorm risks);
2. **Mitigation Strategies:** minimise the risks by considering and addressing ways to reduce the likelihood of things going wrong (think about each risk and decide how to mitigate the risk).

Note: if you have done the above and it is found that the risks are too great or you are unable to safely mitigate a risk – do not go ahead with the activity. For example an overnight camp that includes the Young Adult Youth Group and Youth members.

Risk Assessments are to be prepared by Youth Ministry Team Leaders/Youth Ministry Leaders in consultation with the Priest of the Parish prior to the event or activity taking place. (For further information, please refer to [Appendix 5.7 Guide to completing a Risk Assessment](#).)

It is the **Priest of the Parish's responsibility to approve and sign off on the Risk Assessment** prior to the event.

After it has been approved, every Youth Ministry Team Leader, Youth Ministry Leader and anyone else involved in the smooth running of the activity must be provided with a copy of the Risk Assessment prior to the activity taking place. A quick meeting to discuss responsibilities and strategies should be held on the day to ensure everyone understands their part in the mitigation of risk during the activity.



Things to Consider When Planning Youth Ministry Activities

General Considerations

- Obtain written permission from the young person's parent/guardian/carer for the youth member to attend prior to the activity. (Refer to [Appendix 5.10 for consent templates](#))
- Ensure that all workers and volunteers (as required) have been recruited and vetted through the Archdiocese recruitment process and have read and signed the Code of Conduct for Working with Children and had their WWCC number verified (see following page for parent/guardian/carer Volunteer Exemptions).

- Ensure all involved in the organisation of the event have been provided with a copy of the Risk Assessment and Mitigation Strategies and are aware of who the First Aid Responders are and who the Youth Ministry Team Leader is on the day.
- Ensure all Youth Ministry Leaders and any other volunteers who are helping at the activity sign in on the day.
- Ensure all youth members attending the activity sign in on the day.
- Ensure the photography consent form has been completed by each attending youth member's parent/guardian/carer, prior to the event. (Refer to Appendix 5.8 for the *Guidelines Document: Consent to film and photograph a child*. Refer to Appendix 5.10 for the *Photography General Consent Template*.)
- If something does go wrong, firstly provide any necessary immediate response to the incident, including calling **000** or administering first aid, then record and report the incident as required.
- Have youth members become aware of the Archdiocese Behaviour Code for Young People when participating in group activities, in particular overnight camps and include this in the Risk Assessment as part of the mitigation strategy.

Parent/guardian/carer Volunteers

Parent/guardian/carers do not require a WWCC when volunteering for Youth Groups activities when their child/children is/are present except:

- When attending overnight camps
- When in a mentoring relationship with another person's child
- When the work involves the intimate personal care of a child or youth with a disability

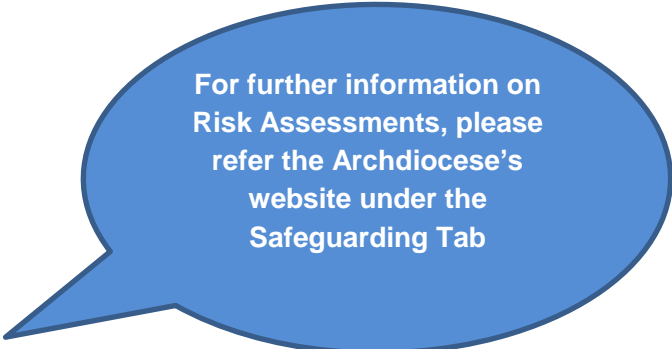
Young Adult Youth Groups

Important: Young Adult Youth Groups must not engage in normal weekly Youth Group gatherings with Junior or Middle Youth Groups. If Young Adult Youth Groups participate in activities with the Junior or Middle Youth Groups a Risk Assessment must always be undertaken before the activity takes place with appropriate risk mitigation strategies considered for mixing adults with youth members.

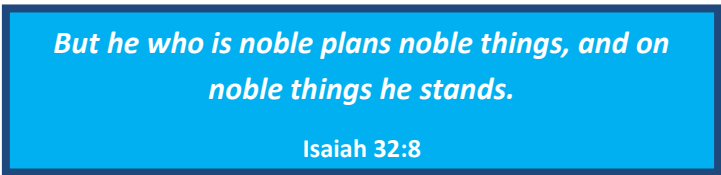
Overnight stays: Camps

Camps are always a highlight of any Youth Ministry program. When arranging overnight camps ensure that camp sites/retreat centres are accredited by the Australian Camps Association.

- A Risk Assessment should be prepared prior to camp and signed off by the Priest of the Parish. Everyone involved in the planning and supervision needs to be aware of the Risk Assessment.
- Written permission to attend must be obtained from the youth member's parent /guardian/carer.
- Use a venue that has experience dealing with overnight stays involving youth, clergy and religious.
- On overnight stays, there should be increased capacity for supervision.
- If supervision is required in sleeping areas, always have at least two adult leaders of the same gender as the participants present.
- Ensure that the youth members attending agree to the Archdiocese Behaviour Code for Young People when participating in Youth Ministry programs and in particular understand and adhere to the additional conditions imposed for Youth Camps such as staying in their rooms throughout the night.
- Leaders, clergy and religious should never be alone in a bedroom or bathroom with young people.
- Clergy and religious should sleep in separate wings away from youth members.
- All supervisors including paid staff, volunteers, parent/guardian/carers or members of another agency must have a verified Working With Children Check.
- All participants should be allocated to separate sleeping and bathroom areas according to their age and sex i.e. adult female/male volunteers are to have their own sleeping and showering areas separate to males and females under 18 years of age.
- When arriving at camp, the venue staff must brief your group about relevant safety issues and emergency procedures.
- Ensure staff and volunteers sign a sign-in/out sheet and you also need to have a separate sign-in/out sheet for all attending youth members.



For further information on Risk Assessments, please refer the Archdiocese's website under the Safeguarding Tab



But he who is noble plans noble things, and on noble things he stands.

Isaiah 32:8

Site assessment

- Make sure that the site/venue is appropriate for participants e.g. for those in wheelchairs, ramps or lifts are accessible.
- Have an evacuation and fire safety plan readily displayed.
- Implement a safety drill at the start of your activity.

Supervision

- Ensure the appropriate ratio of staff and volunteers to the number of youth members in attendance. The ratio will be part of the Risk Assessment and will depend upon the number of youth members attending, the activity planned and the transport arrangements.
- Toilet supervision is an important part of a Risk Assessment, particularly if the toilets are out of line of sight. Ensure to take regular group toilet breaks that are supervised by two Youth Ministry Leaders of the appropriate gender.

Transportation

When planning an external event or activity is important to give significant consideration to the safest transportation methods available for youth members attending the activity. Transportation is a high risk factor when planning an external activity. **In general, it is advisable to limit any Church provided transportation as much as possible.**

It is recommended that when feasible to have participants meet at the location of the event. If that is not practical, the most appropriate option would then be to use public transportation with a designated drop off and pick up point for parents/guardians/carers. You may also consider using a contracted mode of transport such as a hire bus company, however it is important that you complete an **Archdiocesan Pro Forma Purchase Order or other appropriate contract** available on the Parish Intranet in direct consultation with General Counsel of the Archdiocese.

If a decision is made after a thorough Risk Assessment has been undertaken that it is necessary to use volunteer drivers, a volunteer driver who is transporting youth members and/or other adults should always be a minimum of 21 years of age, with the preferred minimum age being 25 years of age. The driver must complete the **Archdiocesan Volunteer Driver Agreement** ([Refer to Appendix 5.11 for the Volunteer Driver Agreement](#)) The driver must not have any condition that could prohibit safe driving of the vehicle.

Strategies for transporting young people:

- When transporting children or young people, written permission must be obtained from the young person's parent/guardian/carer.
- The vehicle should be fit for purpose and roadworthy.
- Make sure another adult accompanies the driver for the whole of the journey.
- Ensure the car is registered and road worthy, take a copy of the documentation and keep with the Risk Assessment.
- All drivers must hold a valid NSW driving licence and be **fully licensed (not a "P" plate driver)** - a copy of the licence must be kept with the Risk Assessment.
- Check that the driver has comprehensive insurance to drive the vehicle.
- Maintain a transportation log and include: time/date, route taken and the names of the driver/s and the people transported.

- Ensure drivers and those accompanying the driver have a valid and verified Working With Children Check (unless the accompanying volunteer is a parent/guardian/carer with their own child – see exemptions on page 16).
- Ensure there are to be no unplanned stops along the way except in an emergency. Should an emergency occur immediately inform the Youth Ministry Team Leader.

Visiting Speakers or Performers

- Ensure the appropriate vetting/screening of visitors has taken place prior to the visitor attending the activity ([See: Flowchart Screening Workers on the Archdiocese's website under the Safeguarding Tab](#)).
- Ensure the content has been considered as appropriate before the visitor speaks or performs.
- Ensure speakers and performers sign a sign-in/sign out sheet

Wellbeing of Youth

- Be aware of allergies and responses to allergic reactions for youth members attending activity. Details should be noted in your Risk Assessment.
- Notify catering staff of any food allergies.
- An appointed First Aid Officer should be present at all activities and identified on your Risk Assessment
- Look for signs of discomfort or distress of any youth member during an activity.
- Ensure appropriate boundaries are understood by Youth Ministry Team Leaders and Youth Ministry Leaders for physical contact during sporting or other physical activities.
- Medication should only be given to young people with written instructions from the young person's parent/guardian/carer. ([For further information please refer to Appendix 5.13 Fact sheet: Use of alcohol, tobacco and other drugs.](#))

And we know that for those who love God all things work together for good, for those who are called according to his purpose.

Romans 8:28

Appropriate Communication Methods

Ensuring safe and appropriate communication methods with youth members is an important Safeguarding strategy for all who work with youth in the Archdiocese. All communications with youth members must be transparent and parents/carers/guardians must be fully aware of and have provided written consent for all mediums being used to keep in contact with their children for ministerial purposes.

Understanding how to communicate appropriately with youth members is important for Youth Ministry Leaders to ensure you do not place yourself or others in situations where your actions and communications could be misinterpreted. Social media is not a tool to be used to befriend youth members. It is to be used as a support method only in communicating effectively in a Youth Ministry group. **It is important to understand that inappropriate communication methods could potentially be considered as an attempt to groom a child.**

Social Media: including Facebook, Snapchat, Instagram, Twitter and other popular media sites

Youth Ministry Leaders should not communicate with youth members through their personal social media page. Communication must be made via a public social media page with an approved Administrator monitoring the public page. Youth Ministry Leaders are not to engage in one-on-one discussions via social media pages with youth members. The public page must adhere to the Archdiocese's Safeguarding and Child Protection Policy and Protocols. Youth Ministry Leaders must not "invite" friends onto the public site, youth members must request first and there should be no tagging of pictures.

Text Messaging

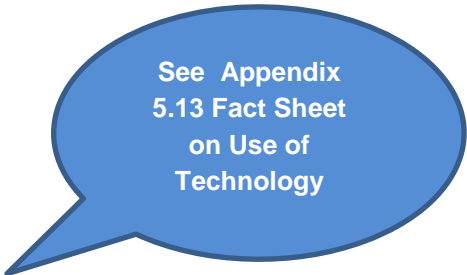
Prior to communicating by text message with youth members always obtain the written consent of the youth member's parent/guardian/carer. If Youth Ministry Leaders communicate via text message with a youth member always copy in the parent/guardian/carer of the youth. To ensure the safety of all parties, engaging in one-on-one text messages is not permitted and is in breach of Archdiocesan Policy.

Phone Calls

Prior to phoning a youth member, always obtain the written consent of the youth member's parent/guardian/carer. If phone calls need to be made to a youth member, the Youth Ministry Leader must endeavour, where possible, to have another adult present during the call at all times and have the phone on speaker. The Youth Ministry Leader must also advise their Team Leader that they have made telephone contact with a youth member.

Emails

Prior to emailing a youth member, always obtain written consent from the youth member's parent/guardian/carer. If emails are sent to a youth member, the Youth Ministry Leader must ensure that the youth member's parent/guardian/carer are copied into all emails. To ensure the safety of all parties, engaging in one-on-one email messages is not permitted and is in breach of Archdiocesan Policy.



See Appendix
5.13 Fact Sheet
on Use of
Technology

Sexting

Sexting (sex + texting) refers to the act of sending nude, nearly nude, or sexually explicit content (i.e. images, messages, videos) to another person via technology. Sexting in Australia between consenting adults is not illegal, however sexting between minors, even when consenting can fall into the category of production and/or possession of child pornography and can therefore be considered a criminal act, even if the sender and recipient are both under 18.

Legal Consequences

Crimes Act 1900 (NSW):

Child abuse material is classified as the sexualised depiction of persons under 16 years. If an adult engages in sexting with a minor, the adult can be charged with child pornography offences. There are now offences for recording, distributing or threatening to distribute a sexualised image without consent of an individual. The explanation of these offences is located in Division 15C of the *Crimes Act 1900* (NSW).

Criminal Code Act 1995 (Cth):

Under the *Criminal Code Act 1995* (Cth), it is a crime to use a carriage service (e.g. a phone or the internet) to access, transmit, make available, publish, distribute, advertise, promote or solicit child pornography. Any sexting incident involving an offensive image of someone under 18 engaged in a sexual pose or activity or displaying private body parts could result in child pornography charges.

Effects of sexting

- No control over who can see the content that is transmitted
- Damage to one's reputation/image
- Feelings of hopelessness, humiliation and shame
- May lead to bullying
- An adult who is guilty of sexting with a minor could end up with a criminal conviction which would result in them being added to the Sex Offender Register and them being unable to obtain a Working With Children number.

- All incidents of **SEXTING** must be brought to the attention of the Priest of the Parish or Youth Ministry Team Leader
- Parents/guardian/carers should also be notified
- **Follow the Reporting protocol on page 41**

2. Behavioural Expectations

Behavioural expectations can be defined as broad goals for behaviour or the ways that the Archdiocese requires those ministering with youth members to act as well as how staff and volunteers act with each other. They serve as guidelines for behaviour and apply to all ministering with youth. In addition, behavioural expectations also apply to the youth members participating in Youth Ministry programs and can be developed in conjunction with the youth members, helping to involve them in decisions that affect them.

Behavioural expectations include:

1. Understanding the difference between personal and professional boundaries
2. Understanding and adherence to Archdiocesan Policy and Protocols including the Code of Conduct for Working With Children

Personal and professional boundaries

Personal and Professional boundaries are vital in youth work because of the nature of the work that takes place. Youth Ministry Leaders are engaged in a relationship with youth members who are at a stage in their lives where they are very impressionable, and sometimes vulnerable. This means the Youth Ministry Leader has a responsibility to the youth member they engage with to make every effort to ensure that the relationship they build and develop is appropriate and maintained in a professional capacity. Ministering with youth can, at times, place the Youth Minister in a vulnerable position, and therefore personal and professional boundaries help to Safeguard both ourselves and the young people we engage with.

We maintain our professional boundaries and model professional behaviours in many ways. Below are some examples of how we maintain our boundaries.

First Impressions

- Dress appropriately
- Adopt an approachable demeanour
- Be friendly but not familiar

Communication and Language

- Do not use inappropriate language (swearing, overuse of slang)
- Be mindful of what you say and how you say it
- Speak respectfully to all ages that you encounter
- Ensure you speak with kindness, consideration and compassion
- Be professional and accountable when supporting youth members with any behavioural issues
- Use appropriate Safeguarding communication methods when exchanging information with youth members (see Page 20)

Accountability and Trustworthiness

- Ensure you impart knowledge from a trustworthy source
- Do not gossip
- Keep professional and personal confidences appropriately
- Report inappropriate behaviour when you see it

- Follow through on your promises
- Own your mistakes - be accountable
- Apologise if you have done something wrong - take responsibility

Code of Conduct for Working With Children

The purpose of the Code is to ensure all who work within the Archdiocese, including those that work in Youth Ministry or a Parish environment either as a paid employee or as a volunteer are aware of the behavioural codes that are expected of us in our work or ministry.

The Archdiocese requires that the Code is read, discussed and understood before being signed and dated by employees and volunteers of the Youth Ministry program at their appointment.

The Archdiocese requires all workers and volunteers who work with youth:

- Are made aware of the Code of Conduct For Working With Children
- Have discussed the Code with either the Priest of the Parish or the Youth Ministry Team Leader in the parish
- Understand, sign and date a copy of the Code.
- Acknowledge they have read and understood the Code and agree to work within the behavioural expectations of the Code

Additional resources about Working with Children are available in the Safeguarding and Child Protection Manual accessible under the Safeguarding tab on the Archdiocese website and in the Appendices of this Handbook

If one member suffers, all suffer together with it...

(1 Cor 12:26)

Bullying

The New South Wales Government has defined bullying as “*a repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons*”.

Bullying is now seen as a risk to health and wellbeing and is not just a disciplinary problem. Bullying can have devastating lasting effects on young people and their families.

Bullying can include:

Emotional Abuse

- Tormenting
- Extorting
- Intimidating

Physical Abuse

- Pushing
- Kicking
- Stealing
- Any use of violence

Verbal Abuse

- Name calling
- Teasing
- Spreading rumours

Cyber Bullying

- Sharing embarrassing photos
- Harassing calls, texts or emails
- Posting derogatory or humiliating comments

Racism

- Racial Taunts
- Insults about
Social class, beliefs,
ethnic backgrounds

Bullying can take place anywhere, in any environment where people interact with each other including in youth groups between youth members or even in work environments between staff or volunteers. The Archdiocesan Policy *Respect in the Workplace* outlines that it is everyone's responsibility to actively identify and discourage any behaviour that leads a individual to feel unwelcomed, embarrassed or uncomfortable ([Refer to Appendix 5.12 for the Policy: Respect in the Workplace](#))

Bullying can be initiated by an individual or a group of people. A bully may be a person who does not value or feel good about themselves or has been a victim of bullying or violence at some point in their life. Bullies can be motivated by jealousy, lack of knowledge or fear of being misunderstood. A bully can be anyone including your friends, a boyfriend/girlfriend or a family member. The effects of bullying can be long lasting and can leave individuals feeling alone, unsafe, ashamed, stressed and rejected.

Commonwealth legislation relevant to bullying, harassment, discrimination and violence includes:

- *Disability Discrimination Act 1992*
- *Australian Human Rights Commission Act 1986*
- *Racial Discrimination Act 1975*
- *Racial Hatred Act 1995*
- *Criminal Code Act 1995*
- *Sex Discrimination Act 1984*
- *Age Discrimination Act 2004*



Cyber Bullying

Cyber Bullying is a form of bullying utilising technology via mobile phones, emails, gaming platforms or instant messaging services. This includes messages sent on internet forums, blogs and social networking sites such as Facebook, Instagram, Snapchat and Twitter to name a few. Some Cyber Bullying may have started as face to face bullying which then extends to the bully using technology to continue to bully their victim. There is no specific Cyber Bullying legislation in NSW, however a person may commit Cyber Bullying offences under the *Criminal Code Act 1995*.

Forms of Cyber Bullying

- Sending a person harassing or threatening calls, texts, messages or emails
- Setting up fake profiles pretending to be another person
- Pretending to be a 'friend' to gain trust and personal information
- Posting derogatory or humiliating rumours and photos or posting personal information on the internet
- Pretending to be the victim to defame and embarrass the real victim of the bullying

Signs of Cyber Bullying

- Dramatic changes in moods and behaviours
- Less time on phone and social media sites
- Visibly upset after using the computer or mobile phone

Effects of Cyber Bullying

- Anger
- Fear
- Loss of confidence and self-esteem
- Self-harm

- The Archdiocese has a zero tolerance to Cyber Bullying
- All incidents of **CYBER BULLYING** must be brought to the attention of the Priest of the Parish or Youth Ministry Team Leader
- Parents/guardian/carers should also be notified
- Archdiocese has developed a Cyber Bullying fact sheet for extra support and information.
- **Follow the Reporting Protocol on Page 41**

3. Knowing and Understanding Young People

You are not expected to be experts however it is important that you have a broad understanding of the current behaviours and issues that are affecting the youth of today. We have listed some of the issues youth may be facing in today's rapidly changing world. The following content will assist you in identifying any concerns you may have in relation to any of the youth members in your Youth Ministry. We have included:

- Cultural sensitivity, awareness and safety
- Emotional sensitivity, awareness and safety
- Giving Youth a Voice: Rights & Responsibilities
- Dealing With Challenging Behaviours
- Understanding Special Needs and Disability
- Understanding Mental Illness Issues

Cultural sensitivity, awareness and safety

Cultural sensitivity is being aware that cultural differences and similarities between people exist without assigning them a value – positive or negative, better or worse, right or wrong. Cultural sensitivity is important to understand because it allows us to effectively function in cultures different to our own, allows other cultures to effectively function within our culture, allows us to respect and value other cultures, and can reduce cultural barriers.

Cultural awareness is the ability to understand and appreciate the differences between yourself and people from other backgrounds, especially attitudes and values. Cultural safety can be defined as *“an environment that is spiritually, socially and emotionally safe as well as physically safe for individuals; where there is no assault, challenge or denial of their identity, of who they are and what they need”* (Williams, 1999).

Youth Ministry Leaders need to be aware that individuals in their Youth Ministry groups may come from different cultural and/or socio-economic backgrounds.

The Archdiocese is a culturally diverse and culturally inclusive organisation. We have priests, religious, staff, volunteers, parishioners and others in our agencies and communities who were originally from other countries from all over the world.

The Archdiocese considers it a privilege to bring together those from across the globe in a spirit of mutual respect, connection, learning and scripture.

Emotional sensitivity, awareness and safety

It is important that we are aware that as humans and especially as teenagers we can at times be extremely sensitive and emotionally vulnerable. The level of vulnerability of a youth will depend on many things such as family and school environments, self-esteem issues and more generally, acknowledging that for many of us, sometimes it can be a challenging and fearful time growing physically and emotionally from a child to a young adult.

Some of the ways we can help to encourage a more inclusive and emotionally safe environment for the youth members in our ministries is to:

- Be a positive mentor or role model in your own behaviours ensuring the reflection of the values of the gospel you are ministering in
- Address young people by their name
- Foster a sense of belonging and connectedness

- Empower young people to have a voice. Youth members should be encouraged to help make decisions for the group and accept responsibility for their own codes of behaviour within the group
- Ensure you treat everyone in the group equally with the dignity and respect of the individual paramount in your interactions
- Respect the privacy of youth members. Be encouraging however, let them share in group settings at their own comfort level
- Acknowledge effort not only achievement
- Ensure youth members in your care feel safe to tell an adult leader if they have any worries or concerns
- Do not accept any belittling, bullying or inappropriate behaviour amongst group participants or from other Youth Ministry Leaders
- Report any concerns you may have to your Youth Ministry Team Leader or Priest of the Parish

Giving Youth a Voice: Rights and Responsibilities

One of the four central principles of the United Nations Convention on the Rights of the Child (the Convention) is the right of the child to be heard. Article 12 of the Convention requires that children and young people are given the opportunity to participate in decisions that affect them, and that governments take into account the views of children in the laws and policies that impact on their lives. Current child related legislation inform the Policies and Protocols of the Archdiocese.

Standard 2 of the 10 National Catholic Safeguarding Standards requires “Children are safe, informed and participate”. The 10 Standards have been introduced to ensure the Catholic Church in Australia responds effectively to the changing social expectations and legislative requirements in relation to the care and protection of children and young people in Australia today.

Following the Royal Commission into Institutional Responses to Child Sexual Abuse, it has been recognised how important it is that the Catholic Church empowers youth to speak up if they feel unsafe and for them to have a say in their Church environments.

In that vein, the Safeguarding Office has produced four significant Safeguarding initiatives that relate directly to youth that will help them to feel supported in our Church environments.

The first initiative is the “Rights & Responsibilities” prayer card, poster and booklet, detailing the Rights and Responsibilities of children and young people in our Church environments.

The second initiative is the “Safeguarding Journey” poster and “Someone Will Listen to You” postcard that asks children and young people to consider who the trusted adults are in their life. The poster and postcard also have information about external services they can access if something does go wrong or they have a worries or concerns.

The third initiative is the “Caring Code Journey” game and poster which educates children about positive and challenging behaviours. For every action there is always a reaction and this reaction and impact individuals as well as others around them.

The fourth initiative is the “Behaviour Code for Young People” informs youth about the behaviours that the Archdiocese of Sydney expects from them. This resources provides advice on behaviour that is expected of youth while participating in ministries.

As a Youth Ministry Leader it is important that you familiarise yourself with these initiatives and ensure they are available for youth members to utilise within your Youth Ministry

programs. You can obtain these resources from the Safeguarding and Ministerial Integrity Office or download them online via the Archdiocese website.

Within your own Youth Ministry environments, it is expected that you involve youth members in any of the decisions that affect them such as Codes of Conduct for their participation in the group and giving them a choice when deciding the type of group activities they would like to take part in and be encouraged to voice how they could feel safe when participating in activities.

It is important to create open, trusting and engaging environments that allow youth members to be able to express themselves as an individual and still feel accepted and safe. It will then be more likely that if a youth member does have a concern they will tell someone, as they will feel more confident they'll be listened to and supported.

Dealing with Challenging Behaviours

All young people have the right to be treated with respect and dignity, even when their behaviour is challenging. It is important that you know how to manage challenging behaviour, especially when the safety and welfare of the youth member and/or the youth group is at risk.

Try to see things from the young person's perspective using active listening skills so that you really hear what the young person is saying to enable you to seek an effective solution to the issue. When it's your turn to talk, speak slowly and calmly, lower your vocal tone, and use non-threatening body language. This will often encourage the other person to calm down.

Things to consider when defusing a situation:

1. Stay calm when dealing with challenging behaviours
2. Apologise if you were in the wrong. If you did something to anger the person, maybe what they need is a heartfelt apology
3. Consider whether the environment is having an impact on the young person
4. Give the young person space, don't crowd them
5. Use active listening skills in an attempt to understand the issue and seek resolution
6. Speak calmly and quietly to the young person
7. Validate the young person's feelings
8. Show empathy

Remember: No matter how difficult the behaviour or situation, under **NO circumstances** should you ever physically, emotionally or spiritually harm a youth member you work with in your Youth Ministry.

Understanding Special Needs and Disabilities



The World Health Organisation has described disability as a term for impairments, activity limitations and participation restrictions. Having a disability can mean many things such as loss of physical or cognitive function, loss of a body part, having a chronic disease/illness or experiencing learning difficulties. When you think about this range, it is possible that some of the young people in your parish or Youth group have a disability.

The **Disability Discrimination Act 1992** provides protection for everyone in Australia against discrimination based on disability. It ensures that persons with disabilities have the same rights to equality before the law as the rest of the community.

Not all disabilities are obvious. While using a wheelchair or a walking frame suggests a person has a disability, many people have less 'visible' disabilities. These may include mental health conditions, or neurological conditions.

Some tips for ministering with young people with a disability:

- Young people with disabilities have the same needs as other young people.
- If you feel a young person with a disability needs assistance, ask them.
- If a young person with a disability wants assistance, ask them what they want you to do.
- When another person is accompanying a young person with a disability, speak to the young person with the disability and not to the person who is accompanying them.
- There is no such thing as the typical young person who is blind, deaf or has MS, Cerebral Palsy, Quadriplegia, Downs Syndrome, an intellectual disability, etc. Likewise, people from different cultural backgrounds are not the same. They are all individuals. Though two young people may have the same disability, they may not do their day to day living tasks in the same way or use the same equipment or aides to get around.

Remember: Be sure to include Risk Minimisation Strategies for youth members with a disability or special needs in your Risk Assessments and Mitigation Plans.

Understanding Mental Health Issues

Young people can go through many different changes as they grow up however, feeling down, angry, tense or anxious are all normal emotions. When these emotions keep occurring over a long period, it may be part of a mental health issue. Mental health issues can interfere with an individual's daily routine, whether at home, school or work and can cause strain on relationships.

A number of factors may increase a young person's likelihood of developing mental health issues, including their biological history (genetics), early life experiences (e.g. child abuse) or difficult current circumstances (e.g. financial stress or relationship problems).

Warning signs

These are some of the warning signs and changes that may be noticeable and persistent in a young person, lasting at least a few weeks. These signs are relevant to the described mental health problems on the following page, they include:

- Not enjoying or not wanting to be involved in activities that they would normally enjoy
- Being easily irritated or angry for no reason
- Involving themselves in risky behaviour that they would usually avoid like taking drugs or drinking too much alcohol
- Experiencing difficulties with concentration
- Expressing negative and bizarre or unusual thoughts

Trauma

Trauma develops when a stressful event threatens your life or safety, or the lives of people around you and can have a significant impact on your emotional state possibly leading to anxiety, anger and frustration, shock, helplessness, depression or feelings of isolation. Most people who are affected by trauma can make a good recovery if appropriate support is given.

Anxiety

Anxiety is an uncomfortable feeling that occurs when we are faced with difficult situations. Anxiety symptoms can come and go – but for some people, they stick around for a long time and cause problems in their daily lives e.g. panic attacks, developing phobias to specific situations, shaking, feeling tense, difficulty sleeping and feeling annoyed or restless.

Self-Harm

Self-harm refers to people deliberately hurting their bodies. Common types of self-harm among young people include cutting themselves, burning skin, picking wounds and scars and consuming drugs or other substances that can cause harm. Most self-harm is in response to intense emotional pain or a sense of being overwhelmed by negative thoughts and feelings.

Eating Disorders

Eating disorders are ongoing unhealthy eating behaviours, which often begin with extreme dieting. Eating disorders are serious, they can be damaging and at times life threatening. Young people with eating disorders often have extreme concerns about weight and how their body looks. Types of eating disorders include binge eating, anorexia nervosa and bulimia nervosa.

Bullying

Bullying is when one or more people purposely do things to make another person upset, afraid or hurt—it can really affect someone's feelings and emotions leaving them feeling alone, stressed, afraid, ashamed and rejected. Individuals will often take measures to try and fit in. They may go so far as to change their appearance and start acting completely different.

Psychosis

Psychosis usually affects thoughts, beliefs, feelings and behaviour.

The way an individual interprets his or her world can become confusing and leads to misinterpretation and disorientation e.g. hallucinations. It can be caused by:

- A major stressful life event
- Drug use
- Schizophrenia (an illness in which the cognitive, psychological and behavioural symptoms have continued for at least six months)
- Bipolar disorder (a type of mood disorder in which people have times of low mood (major depression) and times of 'high' or elevated mood (mania or hypomania))

Gender Dysphoria

Gender Dysphoria is typically developed very early in life. It is about how you perceive your gender and how you want to show your gender to others and how you want others to treat you. Young people exploring their gender can develop some mental health issues due to their vulnerability such as feeling pressure, worried, feeling unsupported, feeling stressed, feeling different, anxious and depressed.

Sexuality

It can be common for young people to question their sexuality. They may call themselves gay or bi-sexual or perhaps not want to label their sexuality at all. Unfortunately, many people exploring their sexuality are faced with additional pressures that can lead to a higher risk of depression, anxiety, drug and alcohol use, self-harm and suicide.

Depression

It is normal to have mood swings or feel down from time to time however feelings of depression differ significantly. Common signs include feeling unhappy and irritable for more than two weeks and a loss of interest in usual activities. Most young people who experience depression can get better with the right help.

Dealing with Relationship Break Ups

It is normal to feel sad after a relationship breakup and it can take some time to get over the loss of a relationship. A break up can bring a sense of denial or disbelief, guilt, sadness, anger or fear which can lead to feelings of being rejected, lonely or confused. It is important for young people to remember that these emotions are completely normal and will not last forever.

Grief

Grief is a natural response to an experience when you lose someone who is close to you. It is a normal part of life and there is no right or wrong way to grieve. There are many different experiences that a young person will go through when they grieve such as sadness, anger, shock, difficulty thinking and physical changes, just to name a few. Grief can last a few weeks, months or years, each person is different.



Be strong and courageous. Do not fear or be in dread of them, for it is the Lord your God who goes with you. He will not leave you or forsake you.

Deuteronomy 31:6

4. Recognising, Responding and Reporting of Abuse

Recognising Abuse

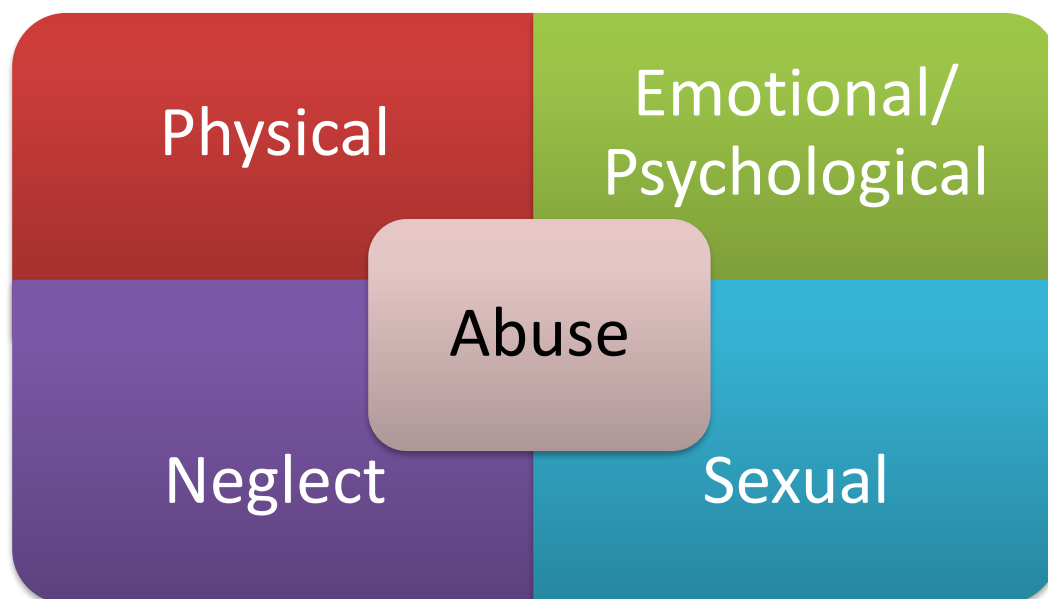
There are four main categories of child abuse. It is important that anyone who works or volunteers with youth is made aware of the categories of abuse and the types of indicators you may identify when a youth member is being abused or in danger of being abused.

You are not expected to be an expert in identifying abuse however it is important for you to have a basic understanding of some of the things that may come to your attention when ministering with youth.

Whilst neglect, physical and emotional/psychological abuse is often perpetrated in the home by family members, child sexual abuse is perpetrated by a wider group of people that have access to youth such as teachers, sports coaches, celebrities, clergy and other workers or volunteers that work directly with youth. Certain youth members may be more vulnerable to abuse because of the circumstances of their lives for example youth living with a disabilities, homeless youth or youth separated from their parents/guardians/carers or other family members and who depend on others for their care and protection.

Below is a diagram of the four main categories of abuse. On the next page are the definitions for each category and some of the possible indicators in that category of abuse.

Categories of abuse



Definitions and Indicators of Abuse

Physical Abuse

Definition: Actual physical force towards a child or young person including but not limited to hitting, punching, pushing, shoving, throwing objects.

Indicators:

- ☐ Bruises, fractures
- ☐ Burns/scalds
- ☐ Abrasions/lacerations
- ☐ Damage to body organs

Note: the explanation of the injury may be inconsistent or varying

Emotional/Psychological Abuse

Definition: Behaviour that damages the confidence, self-identity, self-esteem of a child or young person. The abuse usually occurs over a period of time, it's not usually a one off incident. Can co-occur with the other categories of abuse.

Indicators:

- ☐ Self-harm or suicide attempts
- ☐ Anxiety, depression
- ☐ Bed wetting
- ☐ Risk taking behaviours
- ☐ Lack of emotional regulation

Neglect

Definition: Action or inaction of a carer in relation to the provision of the basic necessities for the child or young person e.g. food, clothing, shelter, supervision, medical or dental care and educational needs.

Indicators:

- ☐ Abandonment
- ☐ Malnourishment, lacking food, inappropriate food
- ☐ Inattention to basic hygiene
- ☐ Lack of medical care
- ☐ Non-attendance at school

Sexual Abuse

Definition: Sexual abuse or sexual misconduct including grooming type behaviours or any sexualised behaviour towards a child or young person. Includes sexualised jokes or comments or conversations, exposure to pornography, undressing in front of a child.

Indicators:

- ☐ Overly affectionate behaviours
- ☐ Sexualised drawings, play or language
- ☐ Injuries to genital area
- ☐ Changes in demeanour, regression in behaviour
- ☐ Unexplained sums of money or gifts

Grooming

In February 2017 the Royal Commission released a research paper ***“Grooming and Child Sexual Abuse in Institutional Contexts”*** and defines grooming as:

“The use of a variety of manipulative and controlling techniques with a vulnerable subject In order to establish trust or normalise sexually harmful behaviour”.

We can all be groomed. Any person, adult or youth, can be groomed. Children and young people are especially vulnerable to being groomed.

Grooming usually starts with a predator grooming a community or a wider group of people. For example, this could mean a parish community, a school community or a youth group.

After ingratiating themselves into a community, perpetrators will then focus on a target (a victim) and will then attempt to gain the trust of the family and friends of the intended victim.

Finally, when all seems safe, the perpetrators will then focus on the child or young person forming a ‘special’ relationship with them. The perpetrator will ensure the victim then feels powerless, using tactics to make the victim feel fear, shame, guilt and complicity in an effort to stop the victim reporting the abuse.

Note: It is important to be aware that Online Grooming is an ever increasing threat to the safety and wellbeing of youth across the globe.

For more information on Grooming, please refer to the Royal Commission into Institutional Responses to Child Sexual Abuse website at www.childabuseroyalcommission.gov.au

For further information on the Difference between a Grooming relationship and a wholesome relationship visit Monica Applewhite website <http://monicaapplewhite.com/healthy-and-wholesome-relationships/>

Responding to Disclosures, Incidents or Concerns

There are many ways that abuse or concerns may come to your attention:

- You may observe behaviours or witness an incident
- A third party may tell you something that concerns you
- A youth member or an adult may disclose abuse or a concern to you
- Something may have happened to you
- You may have done something that worries you

Responding to a youth members concerns, someone else's behaviour or even self-reporting can be challenging and sometimes daunting especially when you may be unsure of how to respond, what to do and who to tell. The following pages will guide you to Respond and Reassure, Record and Report any disclosure, incident or any other concern that you become aware of or are personally involved in.

In some cases a youth member may put their trust in you and disclose some form of abuse they have been subject to. If this happens to you, it may initially be very difficult to know exactly how to respond. That is why the Archdiocese has adopted an easy way for you to know what to do in any situation where you are concerned about the safety, welfare or wellbeing of a youth you minister with.

For any type of incident or disclosure just follow the 3 R Steps which we have detailed in the next few pages:

The 3 R Steps

Step 1: Respond & Reassure

Step 2: Record

Step 3: Report

Step 1: Respond and Reassure

Responding to a disclosure of abuse

If someone does disclose abuse to you or any other concern, they have taken you into their trust. It is important in that moment of disclosure to:

DO:

- Stay calm
- Listen carefully and patiently
- Reassure the person they were right to tell you
- Gently explain that you will have to tell your supervisor and get help and support
- Explain that you cannot keep this a secret

DON'T:

- Make judgements about the alleged abuser
- Promise to keep secrets
- Tell them stories about other people
- Tell them that everything will be fixed straight away
- Don't press for details, except to clarify a name of a person or a place
- Don't fill in words or finish sentences
- Don't convey your anger, shock or embarrassment or give your opinion

Just try to be there in the moment with the person

Recording Disclosures

Important: When recording a disclosure of abuse or a concern a youth member has raised ensure you only use the words of the person who has disclosed the abuse or concern. Record only what you can remember was said to you at the time in the words used by the youth member.

Responding to Incidents

In Safeguarding terms an incident is defined as something happening; an event or occurrence which has compromised the safety, welfare and wellbeing of the youth member in your Youth Ministry.

Some of the types of incidents you will be required to respond to and report on are:

- A youth member may be involved in an accident
- Behavioural management issues of a youth member
- Inappropriate behaviour of a volunteer or staff towards a youth member
- A youth member that goes missing during an event or group activity
- A youth member attempting to self-harm
- A youth member ingesting drugs or alcohol
- Any other type of incident that harms or may harm a youth member

It is important to have as many Youth Ministry Leaders trained in First Aid as possible. At each Youth Ministry gathering or event always ensure that one or more of your Youth Ministry Leaders is a First Aid Responder who is proactive, available and easily recognisable. If a youth member hurts or injures themselves whilst attending a youth gathering or event, the protocols below should be followed:

- Seek out the assistance of the appointed First Aid Responder/s.
- Have someone advise the Youth Ministry Team Leader if they are not in immediate attendance.
- Assess the injury and reassure the youth member. If the injury is severe or you are unsure of how serious it is, call **000** for an ambulance. If emergency services are called, contact the youth member's parent/guardian/carer immediately.
- If the injury is minor it is reasonable to expect the First Aid Responder to provide appropriate medical assistance in the first instance. **Only medication approved and provided by parent/guardian/carers should be given to a youth member.**
- Contact the youth member's parent/guardian/carer as soon as possible once an incident has occurred.
- As soon as possible after the incident, complete an **Incident Report** and provide this to your Youth Ministry Team Leader and Priest of the Parish who must sign off on the report before providing it to the Safeguarding Office as required.
- All Incident Reports should be stored in a secure and safe place.

Step 2: Record

Recording of Disclosures, Incidents or Concerns

Whether someone discloses abuse or a concern, or you witness or are involved in an incident during the holding of a youth events or activity, after responding appropriately, you will be required to follow Step 2 of the 3 R Steps which is to Record the incident or disclosure.

The Incident Report must include:

- Time and date of the incident, disclosure or concern
- Name of person needing medical assistance (if required)
- Names of others involved in the incident, disclosure or concern
- Description of the incident, disclosure or concern
- Action taken during and following the incident, disclosure or concern
- People contacted (including dates and times)
- If medical attention was required, the name and address of the medical facility
- Name of person completing the form (signature and date)

Reporting of Incidents

Important: It is important to remember that you must follow the Archdioceses Reporting Protocol on page 41.

See
Appendix 5.3
for Incident
Report
Templates

Step 3: Report

Reporting of Disclosures, of abuse or Concerns

After you have followed the first two steps of the 3 R Steps, the third step is to Report the disclosure or other concerns that you have become aware of. You must Report as soon as you are able to after Responding.

In an emergency situation, don't hesitate, you will always be expected to call '000'.

The Archdiocese has a Reporting Protocol that you are expected to follow detailed below:

Youth Ministry Staff and Volunteers

Reporting Protocol for Any Child Related or Vulnerable Adult Concerns

Youth Ministry Staff and Volunteers of the Archdiocese of Sydney are personally obligated to report the following serious offences as shown below. Included on this document are the relevant contact phone numbers you will need for the Safeguarding and Ministerial Integrity Office and the NSW Police. It is expected you will Follow the steps below if you have reason to suspect any of the following matters:

Please print this form and fill in the relevant contact numbers in the boxes below:

Contact numbers for reporting concerns	
Priest of the Parish	No:
Archdiocese of Sydney: Sydney Catholic Youth	No: 02 9307 8152
Karen Larkman Archdiocese of Sydney: Safeguarding and Ministerial Integrity Office	No: 02 9390 5810
NSW Police	
If an Emergency	No: 000
Police Assistance Line	No: 131 444
Local Area Command (LAC)	No:

Please Note: For further information please refer to the Catholic Archdiocese of Sydney Protocol: Reporting reportable crimes to the NSW Police.

CATHOLIC ARCHDIOCESE OF SYDNEY

If you suspect:

- * Physical Abuse
- * Sexual Abuse

By an adult towards a child, young person or vulnerable adult

If you suspect:

- * Neglect
- * Psychological Harm
- * Bullying

By an adult towards a child, young person or vulnerable adult

Step 1 - Youth Leader to:
Report to the Team Leader or directly to the Parish Priest
unless there is an emergency, then report directly to NSW Police

Step 2 - Team Leader to report to Parish Priest who will then:
Report the matter to the Safeguarding Office and Director of Sydney Catholic Youth
The Safeguarding Office can provide assistance reporting to NSW Police only report directly to NSW Police if there is an emergency

Step 3 - Safeguarding Office to:
Provide advice and support to Parish Priest and Sydney Catholic Youth regarding reporting to NSW Police and FaCS
Report to the relevant agencies

Step 1 - Youth Leader to:
Report to the Team Leader or directly to the Parish Priest

Step 2 - Team Leader to report to Parish Priest who will then:
Report to the Safeguarding Office and Director and Sydney Catholic Youth

Step 3 - Safeguarding Office to:
Provide advice and support to Parish Priest and Sydney Catholic Youth regarding reporting to NSW Police and FaCS
Report to the relevant agencies

Yet I will remember my covenant with you in the days of your youth, and I will establish for you an everlasting covenant.

Ezekiel 16.60

Reporting contacts

- ☐ The Priest of the Parish
- ☐ Sydney Catholic Youth Team Leader
- ☐ Your Team Supervisor
- ☐ The Youth Ministry Team Leader in your parish
- ☐ The Safeguarding Office
- ☐ The NSW Police
- ☐ Family & Community Services

Remember: You will never be expected to undertake the Reporting Process alone. The Priest of the Parish, the Youth Ministry Team Leader and the Safeguarding Office are all available to provide you with the support you need to appropriately report any concerns you may have when working in Youth Ministry.

Our hearts and minds are yearning for a vision of life where love endures, where gifts are shared, where unity is built, where freedom finds meaning in truth, and where identity is found in respectful communion. This is the work of the Holy Spirit! This is the hope held by the gospel of Jesus Christ.

Pope Benedict XVI

Arrival, WYD Sydney, 2008

5. Appendices – Additional Resource Documents

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Please Note:

All Appendices are current as of September 2019 and are subject to change.

The most current Safeguarding Policies, Protocols, Forms and Templates are available to download and print under the Safeguarding Tab on the Catholic Archdiocese of Sydney website at: www.sydneycatholic.org



5.1 Code of Conduct for Working with Children

Code of Conduct for Working with Children

Introduction

The Archdiocese, together with our community, is responsible for creating a safe and nurturing environment for Children.

This Code of Conduct seeks to raise awareness amongst persons working with Children in the Archdiocese about their obligations under Child protection legislation and to assist them to create a Child-safe environment for Children to engage with the Catholic Church.

Child sexual abuse in the Catholic Church has caused deep concern within the Archdiocese, the entire Church and the broader community. This Code of Conduct provides persons working with Children in the Archdiocese with a better understanding of how to carry out the important pastoral work of the Catholic Church in a professional, supportive and nurturing way that both protects Children from harm and contributes to their development.

The Code of Conduct applies to, and must be signed by, all Clergy, Religious Appointees, Employees, Volunteers and contractors, who have, or are expected to have, contact with Children. Catechists who are SRE Teachers in NSW public schools are required to sign this Code of Conduct in conjunction with receiving an SRE-specific appendix and mandatory induction training from the Confraternity of Christian Doctrine to meet NSW Department of Education requirements.

Compliance with Child protection legislation and the Policy

1. At any time prior or during my appointment to a Child-related role at the Archdiocese, I will provide the person employing, engaging or otherwise appointing me with any information that is relevant to determining whether I am suitable to work with Children, including undergoing a WWCC where necessary (and a NCHC, if required by the Archdiocese).
2. I will maintain appropriate boundaries with Children at all times and remain professional in my actions towards Children.
3. I will take the steps outlined in the Policy if I suspect that:
 - a. a Child is at risk of a Child Abuse Offence being committed against them;
 - b. a person has engaged in any inappropriate conduct with a Child;
 - c. a Child has suffered or is suffering Neglect or Child Abuse including any physical abuse, Sexual Act, Sexual Assault, Sexual Touching or Grooming; and/or
 - d. a Child is otherwise at Risk of Significant Harm, either in the Archdiocese environment, at home or elsewhere.
4. I will report these matters to Parish Priests, Agency Heads, the Safeguarding Office and, where appropriate, to the relevant State authorities (with assistance from the Safeguarding Office).
5. I acknowledge that I have a personal legal obligation to report all Reportable Crimes of which I become aware, and any information that I may have in relation to those offences, to NSW Police. As a matter of practice, I will notify my Parish Priest or Agency Head who will notify the Safeguarding Office. The Safeguarding Office will assist me to report to the NSW Police and will provide a copy of the police report so that I can ensure my personal legal obligation to report has been discharged.
6. I will comply with any investigations into Safeguarding Complaints.
7. I will immediately notify my supervisor if I am charged with any criminal offence.

Care, respect and compassion

8. I will always treat Children with care, respect and compassion, even if they behave in a way that I find to be difficult or challenging.
9. I will respect each Child's differences and value their ideas and opinions, regardless of their race, colour, gender, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status.
10. I will take 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 background, and Children with particular vulnerabilities, such as Children who cannot live at home for whatever reason.
11. I will ask Children's opinions and views on matters affecting their safety and wellbeing and ensure that they feel they are being listened to and taken seriously.

12. I will always use appropriate, respectful language, and not speak to Children in a sarcastic, derogatory or offensive manner, acknowledging I hold a position of authority and use of this language could negatively affect the wellbeing and development of the Children I work with.
13. I will always treat Children in an equal and consistent way, and avoid favouritism, “special relationships” with certain Children and/or singling out particular Children.
14. I will never provide gifts to one Child over another Child and I will only provide gifts to Children generally only where those gifts are appropriate given the age and circumstances of those Children, eg gifts that are inexpensive and inoffensive.
15. I will not engage in any activity with a Child that is likely to cause them physical, emotional or psychological harm.
16. I will not invite unaccompanied Children to my home, or invite them to engage in activities or events that are not associated with the Archdiocese or its parishes or agencies.

Proper supervision of Children

17. I will always diligently supervise all Children for whom I am responsible, and will arrange for appropriate additional supervision, including on excursions and overnight camps.
18. I will always ensure that any activities involving Children are underpinned by a risk assessment completed prior to the commencement of the particular activity.
19. I will always ensure that Children are adequately protected from potential dangers such as motor vehicles and outdoor risks such as sun exposure and unsafe bodies of water. I will also ensure that Children in my care are not placed at risk as a consequence of unsupervised or prolonged contact with strangers.
20. I will always be punctual in attending to my appointments with Children and I will always ensure I advise my Parish Priest or Agency Head if I am unable to attend my appointments with Children.
21. I will always take care in planning activities for Children to make sure they are appropriate given the Children’s age and other needs.

Disciplining Children

22. I acknowledge that in appropriate circumstances, discipline is necessary to prevent future misbehaviour by Children, including misbehaviour that places the Child and others at risk.
23. If I am required to discipline a Child, I will only do so in a reasonable manner that is proportionate to their misbehaviour and does not isolate or degrade the Child. I will always explain to the Child why he or she is being disciplined.
24. I will never use corporal punishment to discipline a Child.

Contact with Children

25. I will avoid situations where I am alone with a Child. If my work requires me to have one-on-one contact with a Child, I will ensure the Child’s parent or guardian has given their written consent and that my contact with that Child is as brief and minimal as possible.
26. I will always try to use verbal directions with Children and will not have any physical contact with a Child unless it is necessary:
 - a. as a reasonable restraint to protect the Child, other Children or adults from harm;
 - b. to attract their attention or guide them in a particular direction; or
 - c. to comfort a Child who is distressed.
27. I will not under any circumstances touch or behave with Children that I am supervising in an overly personal, intimate or sexual way.
28. I will not visit or otherwise contact a Child out of hours except with their parent or guardian’s written consent.
29. If a Child’s parent wishes to engage me to mentor, tutor or care for their Child outside of my work at the Archdiocese, I:
 - a. do so in my individual capacity only and not in conjunction with the Archdiocese; and
 - b. will inform the Archdiocese of my appointment. If I am in a paid role (i.e. not a volunteer role), I will also advise the Human Resources Manager and obtain their consent.

Use of social media and other technology to communicate with Children

30. I will comply with that part of the Policy relating to the use of social media and other technology, which provides that amongst other things I must:

- a. be respectful, polite and considerate in all communications with Children and communicate in a manner that is consistent with my role and responsibility within or in relation to the Archdiocese;
- b. not invite or accept invitations from Children I have met through the Archdiocese as “friends” on my personal social media site, or otherwise interact with them on that site;
- c. not communicate on an individual (one on one) basis via technology or social media (including mobile phone, text messages or email) with any Child unless I have obtained the written consent of that Child’s parent or guardian and include the Child’s parent or guardian as a participant in the communication; and
- d. not record or distribute any Intimate Images of a Child or any Cyber Bullying Material targeted at a Child.

Use of alcohol, tobacco and other drugs

31. I will comply with the that part of the Policy relating to the use of alcohol, tobacco and other drugs, which provides that:

- a. I must never give or provide alcohol, tobacco or other drugs to Children, unless I am a member of Clergy or Extraordinary Minister of Holy Communion providing a Child with sacramental wine during Holy Communion as provided for in the Policy;
- b. I must never perform work with Children when I am under the influence of alcohol or illicit drugs, and will inform my supervisor if I am under the influence of any prescription medication that may adversely affect my capacity to effectively supervise Children and keep them safe; and
- c. if I am supervising Children in any capacity, including general gatherings, at an overnight camp or excursion where Children are present, I will not consume alcohol or illicit drugs, or smoke tobacco during these events.

Medication

32. I will never administer any medication to any Child without their parent or guardian’s consent.

Material involving Children

33. I will always obtain the permission of a Child’s parent or guardian before taking or using the Child’s name or image in any report, website or other publication.
34. In a school setting I will always seek the permission of the school before taking or using the Child’s name or image in any report, website or other publication.
35. If suitable, I will also gain the permission of the Child to take or use their image in any report, website or other publication.
36. I will not possess, distribute or produce any material that depicts or describes Children in an offensive way.

Please see the Archdiocese’s protocol and fact sheets on ‘Behaviours to encourage and avoid’, ‘Use of technology and social media to communicate with Children’ and ‘Use of alcohol, tobacco and other drugs’ for a complete list of obligations.

Acknowledgement

I acknowledge that:

- I have read and will comply with the Policy and this Code of Conduct.
- I understand the behaviours that are expected of me in my interactions with Children.
- I understand the behaviours that will not be tolerated by the Archdiocese, its parishes and agencies, at any time.

Name: _____

Signature: _____ Date: _____



5.2 Volunteer Agreement

Part F2 Working With Volunteers

Volunteer Registration – Acceptance Form

Volunteer Registration – Acceptance Form

To _____
(Name)

Of _____
(Address)

The Parish offers its thanks to you for offering your services as a volunteer.

We wish to confirm that as a Volunteer of the Parish the following conditions apply:

No payment will be made to you by the Parish.

The task you have volunteered for is _____ [list all tasks you have volunteered for if more than one].

Your Parish Priest/Parish Administrator is _____

Work Health and Safety

Should any injury occur to you while you are acting as a volunteer of the Archdiocese you must notify your Parish Priest / Parish Administrator immediately, or as soon as practicable.

Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Parish Priest / Parish Administrator.

Under the terms of the NSW *Work Health and Safety Act 2011* you must follow established practices, procedures and instructions of the Parish which apply to the task you have volunteered to perform.

Child Protection

If your Parish Priest / Parish Administrator requires you to obtain and/or maintain a current Working with Child Check under the *Child Protection (Working with Children) Act 2012* (NSW), you will provide him with the information he requires to verify that you are cleared to work with children. Your engagement in this position is subject to that clearance.

If you are volunteering in a role in which you will have, or are expected to have contact with children, you must comply with the Archdiocese's child protection policies and procedures.

If a National Criminal History Record Check is required, the relevant form will be provided to you. Your engagement in this position is subject to the results of that check (if required).

Signed Volunteer _____ Date _____

Parish of _____



5.3 Child Protection Incident Report Templates

Form: Details of child protection matter that has not been reported to the NSW Police

This form should be filled out by Priest of the Parish and agency heads in respect of all child protection matters that have not been reported to the NSW Police but are required to be reported to the Vicar General or the Safeguarding and Ministerial Integrity Office under Flowchart: Reporting child protection concerns.

If any additional documents come to hand after the form has been provided to the Priest of the Parish, Agency Supervisor, the Vicar General or the Safeguarding and Ministerial Integrity Office, these should be sent to them separately.

A. Parish/agency details

Name of parish/agency _____

Name of person completing this form _____

Position of person completing this form _____

B. Details of child protection matter

Name of person who raised the matter _____

Date the matter was raised _____

Name of alleged victim* _____

Name of alleged offender _____

Brief details of the matter

***Note:** if the alleged victim has requested their details be kept confidential, you do not need to record them here.

Attach all documents created in relation to the matter.

Signature _____

Date _____

Please return this form to: safeguardingenquiries@sydneycatholic.org



Form: Details of child protection matter that has been reported to the NSW Police

This form should be filled out by any person who reports a suspected reportable crime to the NSW Police. It should then be provided to the Priest of the Parish, Agency Supervisor, the Vicar General of the Archdiocese or the Safeguarding and Ministerial Integrity Office.

If any additional documents come to hand after the form has been provided to the Priest of the Parish, Agency Supervisor, the Vicar General or the Safeguarding and Ministerial Integrity Office, these should be sent to them separately.

A. Reporter's details

Name _____

Position _____

B. Details of suspected reportable crime

Date you became aware of the suspected reportable crime

Name of alleged victim* _____

Name of alleged offender _____

***Note:** if the alleged victim has requested their details be kept confidential, you do not need to record them here.

C. Police details

Name of Local Area Command _____

Contact person _____

Check off the documents attached to this form:



Copy of report made to the NSW Police



Other correspondence with the NSW Police

Signature _____

Date _____

Please return this form to: safeguardingenquiries@sydneycatholic.org

5.4 Interview Questions for Engaging Employees and Volunteers

1. What is your understanding of Youth Ministry in our Parish?

2. What other ministries have you been involved with?

3. Describe yourself using 5 adjectives.

4. What do you find frustrating or irritating either in a work environment or the person you work for?

5. Tell me about a time when a child or young person behaved in a way that caused you concern. How did you deal with that? Who else was involved?

6. Safeguarding children is an important part of our work. Can you give me some examples of how you would contribute to making Youth Ministry a safer environment for children?

7. What do you think are some Safeguarding Strategies that you would use when working with children?

8. Training is an important strategy in Safeguarding Youth Ministry. What training have you completed in this area and what do you think you need to do?

5.5 Questions for Referees

If the applicant will be engaged in child-related work, it is recommended that:

- The referee must not be related to the applicant;
- For employees, at least 2 referees must be from a previous employer; and records relating to each reference are kept (e.g. the name and position of the referee, how long they have known the applicant) by the person who conducted the reference checks.

Date:	Referee's name:
Applicants name:	Referee's position:
Position:	Referee's contact number:

1. What is your relationship with the applicant?

- How do you know them?
- How long have you known the applicant?
- Are you related to the applicant? YES/NO

2. Have you worked with the applicant before?

3. Can you describe the applicant's work ethic?

4. Is the applicant a good team player, and do you think they relate well to others in the workplace?

5. Would you say the applicant is reliable?

6. What do you think might frustrate the applicant?

7. How would you describe the applicant's behaviour and interaction with children?

8. Are there any other comments you would like to make?

5.6 Risk Assessment Template

Risk Assessment templates can be accessed on the Catholic Archdiocese of Sydney website following.

https://www.sydneycatholic.org/works/all_agencies_in_sydney.asp?ID=151

Risk Assessment and Mitigation Strategies



Name of Activity:	Eg: Outdoor Liturgy Group (see examples below)		Date of Activity:	
Risk Assessment Steps			Reoccurring Event (circle):	YES or NO
Step 1	Identify the activity, then identify the risks: what could happen, how could it happen			
Step 2	Consequence of the risk, what could happen, how could it happen			
Step 3	Mitigate the risk, what mitigation strategies are in place to minimise or control the risk and what further mitigation strategies could you put in place. Completed Risk Assessment to be signed off by Parish Priest.			
Step 4	Consult and share the Risk Assessment and Mitigation Strategies with those involved in the activity, the workers including volunteers and parent helpers and the children and young people for a safe and successful activity			
Step 5	Evaluate the treatment, did it work, is there more we need to do to create a safe environment. Update your plan if improvements can be made for next time.			
Plan Prepared by:	Name:	Plan Approved By Parish Priest or Head of Agency:	Name:	Date:
	Sign:		Sign:	
Emergency Nos:				
Please Note: Add or subtract the rows in the table below depending on how many risks you identify				
Risk Reference	1. Identify Risk(s)	2. Consequence of the Risk	3. Mitigation Strategies	
Examples:	1. Sunburn	Child unwell, sunstroke, burns, dehydration	<ul style="list-style-type: none"> Find shady area to sit if possible Ensure sunhats are worn, sunscreen and water provided 	
	2. Unsecured exit/entry points	Child goes missing, strangers have access	<ul style="list-style-type: none"> Keep outside gates locked Constant supervision 	
1.				
2.				
3.				

Risk Assessment and Control Plan v4



5.7 Guide to Completing a Risk Assessment

Guide to completing a risk assessment for activities involving children

Before you undertake any new activity with children, you must complete a risk assessment in accordance with the Parish or Agency Work Health and Safety System (whichever is relevant).

The following are some example risks and controls to consider when completing a risk assessment.

Issue, activity or event	Risks	Possible controls to reduce the risk
General child protection issues	A person with a history of causing harm to children is supervising or given access to children	Ensure you follow Flowchart: Screening of persons working with children
	An employee, volunteer, contractor or religious appointee assaults, or engages in inappropriate behaviour with, a child,	Ensure all persons working with children attend child protection training and read and sign the Code of Conduct for Working with Children so that they understand appropriate behaviour with children and the consequences for assault or engaging in inappropriate behaviour with a child Ensure you follow Flowchart: Reporting child protection concerns
	An employee, volunteer, contractor or religious appointee becomes aware of a child protection matter and fails to action it appropriately	Ensure refresher training is provided to all persons working with children, so that they are reminded of their obligations to report child protection concerns Schedule regular catch ups or debriefs with persons working with children, to provide them with an opportunity to raise issues they may not have raised initially Consider other tools, such as monthly emails regarding child protection issues, so that person working with children are reminded of their obligations to report child protection concerns
	Child may send inappropriate images or comments to other children on social media	Ensure children are aware of rules for appropriate social media use Ensure each staff member reads and complies with Fact sheet: Use of social media and technology to communicate with children Consider the introduction of a code of conduct for children. May not be appropriate for all activities, but could be appropriate for schools, youth groups, children's liturgies and sporting groups
Supervision generally	Children may be unsupervised at times	Consider the level of supervision appropriate for the particular activity and environment. It is likely to be appropriate that 2 or more supervisors are on duty so that breaks can be taken. Environments that involve hazards or where it is difficult to have line of sight to all children may require additional supervisors to be present. Ensure supervisors read and sign the Code of Conduct for Working with Children so that they understand they must arrive on time for activities where they are supervising children
	Toilets may be isolated or out of sight	Plan toilet breaks so children can go in groups with a supervisor

Issue, activity or event	Risks	Possible controls to reduce the risk
	Children may wander away	Ensure children understand they must stay with the group
	An employee, volunteer, contractor or religious appointee takes an inappropriate interest in a child	Ensure all persons working with children attend child protection training and read and sign the Code of Conduct for Working with Children so that they understand appropriate professional boundaries
Children's wellbeing	Children may suffer allergic reaction	Ensure each child's parent or guardian has provided you with a list of their child's allergies Ensure that staff do not administer any medication to a child without their parent's or guardian's consent
	A child may feel isolated or lonely	Ensure activities are planned to be inclusive Actively monitor children to determine how they are responding
	A child may disclose that their parent physically abuses them	Ensure all persons working with children attend child protection training and understand the circumstances in which a child may be at risk of significant harm
Visiting performer, teacher or similar	The visitor has a history of causing harm to children	Ensure you follow Flowchart: Screening of persons working with children Ensure children are supervised by a member of staff at all times when they are in the presence of the visitor Ensure each child's parent or guardian gives their permission for their child to interact with the visitor Ensure you understand what activities or performance will be delivered by the visitor so you can form a view about whether they are appropriate
	Children are frightened of the visitor	Ensure a known member of staff is always present when children are in the presence of the visitor Ensure each child's parent or guardian gives their permission for their child to interact with the visitor Ensure there is adequate space between the visitor and children Engage children in the planning of visitors
Excursion to another site	Children may injure themselves on hazards	Before the excursion, visit the site to ensure it is free of potential hazards, or that potential hazards can be avoided Ensure children are supervised at all times and kept away from potential hazards such as bodies of water, except where appropriate levels of supervision allow
	Children may be exposed to sun or other outdoor risks	Ensure that children wear sunscreen, hats and other coverage appropriate to the activity and climate Ensure children are supervised at all times
	Children may run or wander away	Ensure children understand they must stay with the group Have sufficient staff and other supervisors appropriate to the particular environment and risks

Issue, activity or event	Risks	Possible controls to reduce the risk
	Strangers may behave inappropriately with children while travelling between places	Ensure children are supervised at all times Ensure children understand they must stay with the group at all time Ensure children understand they must not talk to strangers
Overnight trip	Children may get upset about being away from home	Discuss with parents and/or guardians whether their children are ready for an overnight trip away Set a lower age limit for children to participate, ie no participants under 10 years of age
	Adult and child could be alone together in sleeping quarters	Ensure there are appropriate rules for sleeping arrangements, eg no adults in rooms with children or at least 2 adults in rooms with children
	Children may fall ill during the night	Ensure a properly stocked first aid kit is available Ensure at least one person supervising the children has appropriate first aid qualifications Ensure parents' or guardians' contact details are readily available Ensure that staff do not administer any medication to a child without their parent's or guardian's consent
	Children may misbehave or leave their rooms during the night	Ensure children understand they must stay in their rooms throughout the night Put appropriate supervisory measures in place Consider introducing a code of conduct for children
	A volunteer, employee or religious appointee becomes intoxicated after children have gone to sleep	Ensure each staff member reads and complies with Fact sheet: Use of alcohol, tobacco and other drugs Ensure staff members read and sign the Code of Conduct for Working with Children so that they understand their responsibilities when consuming alcohol Put appropriate strategies in place, eg it may be appropriate to have a "dry" camp
Sporting and other physical activities	Inappropriate physical contact with children	Ensure staff members read and sign the Code of Conduct for Working with Children so that they understand appropriate boundaries for physical contact with children
	A volunteer, employee or religious appointee picks on or uses degrading comments towards a child	Ensure all persons working with children attend child protection training and read and sign the Code of Conduct for Working with Children so that they understand appropriate professional boundaries
	Children may start fighting with each other	Consider introducing a code of conduct for children Ensure children understand they must keep their hands to themselves and be respectful and cooperative with others Develop strategies for discipline and punishment that are fair and effective Ensure all persons working with children attend child protection training and read and sign the Code of Conduct for Working with Children so that they understand appropriate boundaries for disciplining children

Issue, activity or event	Risks	Possible controls to reduce the risk
	Children may sustain injuries from falling or other accidents	<p>Before commencing an activity with children, ensure the site is free of potential hazards, or that adequate supervision is in place to manage any hazards.</p> <p>Ensure a properly stocked first aid kit is available</p> <p>Ensure at least one person supervising the children has appropriate first aid qualifications</p>

5.8 Guidelines consent to film and photograph a child



CATHOLIC ARCHDIOCESE OF SYDNEY

CONSENT TO FILM AND PHOTOGRAPH A CHILD GUIDELINES FOR PARISHES (Parish Priests and staff)

1 Purpose of these Guidelines

As part of sacramental celebrations or to capture parish events and activities, parishes may wish children to be filmed or photographed from time-to-time, either by contracted photographers or by parish representatives.

These guidelines (**Guidelines**) explain the issues and procedures surrounding such photography, in particular when parental or guardian consent is or is not required.

These Guidelines apply in addition to all other Catholic Archdiocese of Sydney (**CAS**) policies and guidelines and you are permitted to film and photograph children if you follow these Guidelines.

Because the safety and wellbeing of children must be our first priority, if a parent or guardian indicates they do not wish their child to be filmed or photographed, or a child indicates he or she does not wish to be filmed or photographed, this request must be respected.

2 What are issues relating to photographing and filming children

Photographing and filming children involves various legal issues, in addition to the very important issue of ensuring children are safe. In summary:

- if you film or photograph a performance given by children, such as a choir performance or a play, and plan to publish photos or footage of the performance, consent is required particularly in order to address issues of intellectual property including moral rights.
- For more information on intellectual property, see the Archdiocese's policy on *Managing and Respecting Intellectual Property* available [here](#);
- if you include with a photo personal information about a child such as his or her name or other identifying information, and if consent is not obtained, then there is a risk of breaching the *Privacy Act*.
- For more information about privacy considerations, see link to *Managing Personal Information: A Guide for Parishes* available [here](#);
- if you publish a photo of one child or a small group of children, then there is a possibility that people who view the photos may believe the children in the photo are endorsing the event, the parish, the Catholic Church or the product or service that the

photo is used in connection with. Without parental consent, this might breach relevant consumer laws such as prohibitions on misleading or deceptive conduct. While there is no concrete number that constitutes a “small group” it is suggested that where there are less than 10 children, this should be considered to be a “small group” where these issues might arise.

3 When is consent not required?

Consent is **not required** where the photo or footage is:

- of a larger group of, say, 10 or more children
- who are not giving a performance (such as singing in a choir or performing a play);
and
- where no identifying information is given in relation to children who are photographed or filmed (such as providing their names).

4 When do I need consent?

You **do** need consent to film or photograph a child if:

- you propose to publish or display a photograph or film that focuses on a particular individual child or small group of children, for example, a select group of children in a sacramental celebration; **or**
- you are planning to publish or display a photograph or film with information that reasonably identifies a child or children (regardless of the number of children shown in the photo or film).
- A child is “reasonably identifiable” if the photograph or film is published or displayed with personal information about the child that could lead to the identification of the child, such as the child’s name or other personal details such as the child’s address or date of birth. It is acceptable to mention the child’s parish;

or

- the child is participating in a performance, for example, participating in choir or play or a Christmas liturgy.
- A “performance” does not include reading a reading at Mass or bringing up the gifts at a liturgy.

5 What do I do when consent is required?

Where consent is required, you must use one of the following consent forms prior to filming or photographing:

- **General Consent Form** if:
 - the child is reasonably identifiable in the relevant photograph or film but is not performing; or
 - there is a small group (of, say, less than 10) in the photo or film but the small group is not performing.

The General Consent Form can be found [here](#).

- **Events Consent Form** where the child is participating in a performance (such as a play or a musical performance).

The Events Consent Form can be found [here](#).

If you intend to use the film or photograph for purposes such as in a book or film and particularly for commercial purposes, there are additional requirements relating intellectual property rights in the film or photograph (e.g. copyright). Please contact the General Counsel on (02) 9390 596 if this applies to you.

In obtaining parent or guardian consent, if possible, you should also check with the child that he/she is happy to be filmed or photographed or the photographer should be informed that if a child does not wish to be photographed that a photograph should not be taken.

Importantly, for any CAS related attendances at schools, do not use these consent forms as the schools will have their own procedures to follow. See Section 9 below.

6 Engaging a photographer to film or photograph children (WWCC and Reporting)

- A pro forma contract to retain photographers has been prepared and should be used where the parish or agency of CAS is arranging for a photographer to photograph parish or CAS events. This is based on the standard parish purchase order that you should be familiar with. You can find this contract [here](#).
- Any person engaged or involved in the filming or photographing of a child must:
 - provide a current Working With Children number prior to their engagement or involvement to be verified by the parish;
 - be supervised at all times and not have individual or unsupervised access to a child;
 - display appropriate identification at all times;
 - not use or publish any images taken except where directed by the parish priest or CAS; and
 - comply with the child protection policies and procedures of CAS and applicable child protection legislation and regulations.
- It is essential that you verify the Working With Children number of any person engaged or involved in filming or photographing children before they take any photographs or film children to ensure they have clearance to work with children.
- You must inform children, parents and guardians that they can decline to allow their children to be filmed or photographed and encourage them to report any concerns to the parish priest or event organiser.
- You must ensure that you respect any decision by a parent, guardian or child not to have their photograph taken or not to be filmed.
- Any child safety concerns raised about filming or photographing must be reported immediately to the Safeguarding and Ministerial Integrity Office

7 Use of films and photographs – key tips

- Only take and use film and photographs that are relevant to parish or CAS' activities. It is best practice not to take or use film or photographs of children participating in activities which involve minimal clothing, such as swimming or gymnastics.
- Film and photographs should only be displayed or published in the context of official parish or CAS related activities or platforms and should not be disseminated more

broadly. For example, you must not publish a film or photograph of a child taken at a parish or CAS related activity on your personal social media account.

- If you intend to reproduce the film or photograph on social media, you must adhere to the Social Media Guidelines available
- If the film or photograph is published on social media, it is best practice not to 'tag' a child's social media account.
- Decide who will be able to view the film or photograph published on a website or social media page. Some websites and social media platforms allow you to restrict who can view the film or photograph.
- Provide details for parents or other persons on who to contact if they have concerns about the use of a particular film or photograph. If you receive a request to remove an image, you must do so immediately.

8 Display notice that event may be filmed or photographed

At formal parish or CAS events such as a Sacrament or at Mass, prominently display a written notice stating as follows:

Please note that photos will be taken at this [insert as relevant: eg Mass; liturgy; event] and may be published. Please let the parish priest or photographer know if you do not wish your child to be photographed.

Place the notice at or close to the entrance of the event. Ensure the notice can be read by an average person from a short distance away.

This notice can also be included in a Mass booklet or in written information about the event.

9 Schools

Any Parish or CAS related attendances at schools must comply with:

- for CAS Catholic schools, the Sydney Catholic Schools' policies, including any requirements to obtain prior consent from parents or guardians; or
- for all other schools, the guidelines for filming and photographing children set by the relevant school and by the Department of Education, including any requirements to obtain prior consent from parents or guardians.
- CAS related attendances at schools means any attendance by a person on school premises where that person is representing CAS.

10 Contact

For assistance or more information, please contact:

- the Safeguarding and Ministerial Integrity Office on (02) 9390 5810 if you have any child safety concerns about filming or photographing a child;
- the General Counsel on (02) 9390 5966 if you have any questions about these Guidelines, whether consent is required or which consent form to use.

5.9 Photography Consent

GENERAL CONSENT FORM GUIDANCE NOTE:

- This consent form is used where the photograph/footage:
 - is of one child or a group of less than 10 children; or
 - identifies the child by name, address, or date of birth.
- If possible, Parish representatives should also ask the Child whether he/she consents to being photographed or filmed.
- Even though the Parish is obtaining a General Consent, the Parish also wish to let parents/guardians know that the parish will take photos by displaying the [Notice](#) in the event program/Mass booklet, at the entrance of the church, or make an announcement to let parents/guardians know that photographs of their children may be taken.
- Do **not** use this form if the Child will be participating in a performance (such as a concert, nativity play or Christmas liturgy). In that case, use the Event Consent Form]

CONSENT TO FILM AND PHOTOGRAPH A CHILD (*General*)

Child Name: _____ Age _____ (Child)

I _____ (parent/guardian) agree to the following:

- my Child may be filmed and photographed when attending events or activities conducted by or in connection with the Catholic Archdiocese of Sydney (**CAS**);
- my Child's name and age as well as the audio and visual recordings of my Child (**Recordings**) may be reproduced and communicated by or on behalf of CAS in connection with CAS and the broader Catholic community in any media;
- all intellectual property rights, including copyright, in the Recordings are owned by CAS (or its representatives) and any intellectual property rights that I/my Child may have in the Recordings are fully assigned to CAS; and
- CAS may collect my/my Child's personal information to promote the activities of CAS and disclose that information to its authorised nominees for that same purpose. The privacy policy available at <http://www.sydneycatholic.org/others/privacy.shtml> provides information about how to access and seek correction of personal information, how to complain about a breach of Australian privacy laws, and how complaints are dealt with.

Signature of Parent / Guardian

Date

5.10 Consent Templates

Consent for Child to participate in Youth Group activities.

I give permission for my childto participate in Youth Group activities atParish, on..... I understand that unless advised, all the Youth Group activities are to be held at the Parish site.

Name:.....

Signature..... Date:.....

Consent to medical attention.

In the case of a medical emergency or the requirement to provide medical treatment, I consent to the Parish Youth Group personnel providing first aid or arrange for my child..... to receive such medical or surgical treatment as may be deemed necessary.

Name:.....

Signature..... Date:.....

Consent to Transportation provided by Youth Group.

I give permission for my child..... to be transported to..... with the..... Parish Youth Group, on the.....

Name:.....

Signature..... Date:.....



5.11 Volunteer Driver Agreement

Volunteer Driver Agreement

As a volunteer driver, I **[insert name]** recognise the responsibilities I have when driving the children and young people from **[insert parish name]** to and from Youth Ministry activities, gatherings and events.

I agree to not only abide by the Catholic Archdiocese of Sydney Policies and Protocols, but also by NSW law pertaining to the transporting of children and young people.

By signing this agreement, I acknowledge and agree that:

- a) I am the holder of a full (unrestricted) New South Wales driver's license and have agreed to provide a copy to **[Priest of the Parish]** from **[insert parish name]**. I am authorized under all relevant laws and regulation to operate and drive a vehicle in New South Wales.
- b) I will not put myself in a position where I am under the influence of alcohol when transporting the children and young people from **[insert parish name]**.
- c) I will not put myself in a position where I am under the influence of illegal drugs when transporting the children and young people from **[insert parish name]**.
- d) I will not put myself in a position where I am under the effect of prescription medicine that may affect my ability to drive.
- e) I will complete the transportation log provided by **[insert parish name]** every time I am transporting children and young people.
- f) I will provide **[insert parish name]** with a copy of my comprehensive driving insurance and registration.

[drivers signature]

[Priest of the Parish signature]

Full Name:

Full Name:

Date:

Date:

5.12 Policy: Respect in the Workplace

Part T Respect in the Workplace

Respect in the workplace

At the Parish, it is everyone's responsibility to actively identify and discourage any behaviour which may embarrass others, make them feel uncomfortable or unfairly treated or put their mental or physical health at risk.

The following conduct will not be tolerated at the Parish:

- **Discrimination:** when a person is treated less favourably than another due to a characteristic such as their age, sex, disability, marital status, parental/carer's responsibilities, race, political beliefs, religion or pregnancy. It can be direct or indirect.

Indirect discrimination occurs where policies or work practices are the same for everyone but place a particular employee or group of employees at a disadvantage (and that policy or condition is unreasonable).

Discrimination is unlawful.

- **Sexual harassment:** verbal, written, visual or physical behaviour of a sexual nature that is unwelcome and uninvited.
- **Victimisation:** when a person is being treated badly because they have made, intend to make, or have helped someone else make a complaint.
- **Bullying:** repeated behaviour that is unreasonable and creates a risk to health and safety. The behaviour may be humiliating, intimidating, undermining or threatening. It can be carried out by either a group of people or an individual, and it can be directed to either a group of people or an individual. The following behaviours may constitute bullying:
 - verbal abuse;
 - the use of offensive language;
 - excluding or isolating employees;
 - persistent teasing, joking or holding a person up to ridicule;
 - assigning meaningless tasks unrelated to the job;
 - deliberately changing working hours to inconvenience particular employees;
 - deliberately withholding information that is vital for effective work performance; or
 - sabotaging another employee's work.

If you have engaged in any of this behaviour towards a fellow employee, you may be subject to disciplinary action, including the termination of your employment.

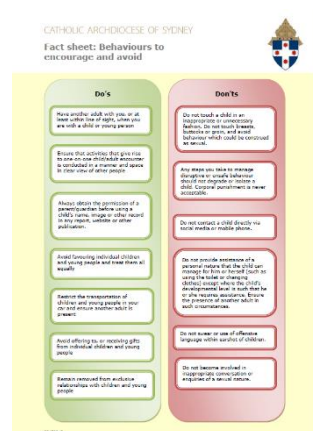
If you or someone else is being bullied, harassed or discriminated against at work, please contact your Parish Priest in the first instance or you can also contact your Parish Advisory Service

5.13 Fact Sheets

The following fact sheets can be accessed on the Catholic Archdiocese of Sydney website under the Safeguarding Tab.

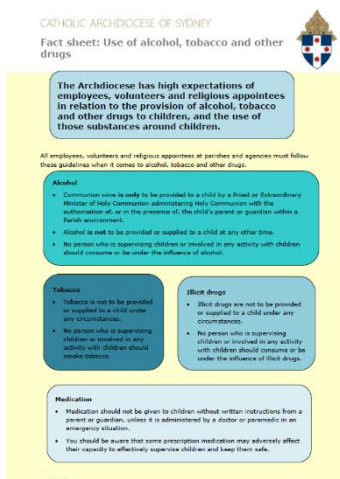
Fact Sheet: Behaviours to encourage and avoid

This fact sheet is as of 20 September 2019



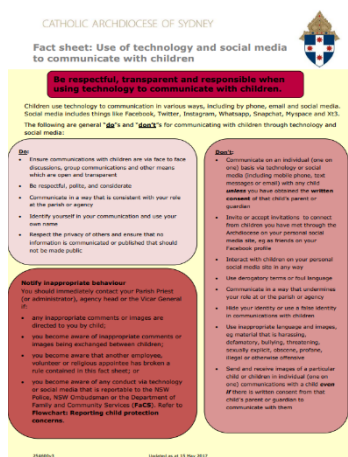
Fact Sheet: use of alcohol, tobacco and other drugs

This fact sheet is as of 20 September 2019



Fact Sheet: use of technology and social media to communicate with children.

This fact sheet is as of 20 September 2019





A child is at risk of significant harm if they are suffering, or are at risk of suffering, from neglect, abuse or psychological harm.

Some signs a child might be at risk of significant harm include:

Signs relating to basic physical or psychological needs not being met

- low weight
- untreated physical problems
- poor standards of hygiene
- scavenging or stealing food
- child is not attending school

Signs relating to physical abuse

- bruising, bite marks, scratches
- burns and scalds
- the child's explanation of injury is not consistent with the injury itself
- the child is exposed to domestic violence
- there is a family history of violence
- parents or caregivers use excessive discipline

Signs relating to psychological harm

- constant feelings of worthlessness
- lack of trust
- extreme attention seeking behaviour
- persistent running away from home
- anorexia or over-eating
- anxiety or depression
- the child is taking engaging in risk-taking behaviours including self-harm and attempted suicide
- the child is exposed to domestic violence

Signs relating to sexual abuse

- the child is pregnant
- injuries to the genital area
- the child has a sexually transmitted infection
- the child is describing sexual acts
- the child has sexual knowledge or behaviour inappropriate for their age
- the child has accumulated money and gifts without explanation

201916

Fact Sheet: When a child is at risk of significant harm

This fact sheet is as of 20 September 2019



If a child protection concern is reported to the Vicar General, it is essential the safety of children continues to be protected; support is provided to their parents and others who work with them, and that the alleged wrongdoer is treated fairly.

If a child protection concern is reported to the Vicar General, the Vicar General will work with the Safeguarding and Ministerial Integrity Office and the Parish Priest (or administrator) or agency head to manage and respond to the matter. The matter should be kept confidential unless and until the Vicar General indicates otherwise.

In addition, each parish and agency should take the following steps:

Steps in relation to children 3 T's

- **Tell** (tell, listen carefully and promptly)
- **Reassure** them that it was right to tell you. Explain that you will have to inform the appropriate authorities.
- **Report** what they have said as soon as possible after the meeting using their own words as far as possible.
- **Respond** in appropriate - contact the Safeguarding and Ministerial Integrity Office and the Vicar General
- Do not speak to other children about the matter until approval is received from the Vicar General

Steps in relation to parents and guardians

- These steps should only be taken if the child protection concern does not relate to a risk or threat of harm to the child's safety or wellbeing
- Privately the parent or guardian of any children affected by a child protection matter with the contact details of the Safeguarding and Ministerial Integrity Office
- Seek the parent or guardian's permission before their child is interviewed or otherwise
- Do not speak to other parents or guardians about the matter until approval is received from the Vicar General

Steps in relation to an employee, volunteer, clergy or religious brother or sister who is the alleged wrongdoer

- Due to the sensitivities involved, no steps should be taken without receiving advice from the Vicar General.
- In addition, no steps should be taken to make any investigative enquiries, as the Vicar General will arrange for an investigation to take place

201917.2

Fact Sheet: Managing child protection matters

This fact sheet is as of 20 September 2019



A worker is engaged in child-related work if they have physical or face to face contact with those children while providing them with certain services.

Workers who have physical or face to face contact with children while providing them with the following services require a valid Working with Children Check.

Education

For example: work at schools and other education institutions, group coaching of children or children

Religious services where children form part of the congregation

For example: a priest, deacon or religious brother or sister, a person who performs a role primarily related to children such as a catechist or children's liturgy coordinator

Family welfare services for children

For example: work in family support centres, counselling, group coaching of children or children

Work in detention centres, juvenile correctional centres or supervising community justice placements

For example: work in detention centres, juvenile correctional centres or supervising community justice placements

Work at refuges used by children, long term home stays, boarding houses, overnight camps for children

For example: work at refuges used by children, long term home stays, boarding houses, overnight camps for children

Youth workers

For example: work in youth centres, youth clubs, youth groups, youth centres, youth clubs, youth groups, youth centres, youth clubs, youth groups

Examples: Certain workers in child-related work are exempt, including parents living in voluntary at their children's homes, persons engaged in child-related work for a one-off event, workers aged 17 and under and workers who have minimal direct contact with children. Please seek further advice.

For example: work in youth centres, youth clubs, youth groups, youth centres, youth clubs, youth groups

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For example: work in family support centres, counselling, group coaching of children or children

Work in detention centres, juvenile correctional centres or supervising community justice placements

For example: work in detention centres, juvenile correctional centres or supervising community justice placements

Work at refuges used by children, long term home stays, boarding houses, overnight camps for children

For example: work at refuges used by children, long term home stays, boarding houses, overnight camps for children

Youth workers

For example: work in youth centres, youth clubs, youth groups, youth centres, youth clubs, youth groups

Examples: Certain workers in child-related work are exempt, including parents living in voluntary at their children's homes, persons engaged in child-related work for a one-off event, workers aged 17 and under and workers who have minimal direct contact with children. Please seek further advice.

For example: work in youth centres, youth clubs, youth groups, youth centres, youth clubs, youth groups

Religious services where children form part of the congregation

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Family welfare services for children

5.14 Youth Ministry Support Services

Youth Ministry Support Services

Beyondblue Website: www.youthbeyondblue.com Provides phone support with trained mental health professionals, online interactive programs such as BRAVE for anxiety and online forums to connect with other youths to share experiences. Youth Beyondblue deals especially with stress, anxiety and feelings of being down.	Phone 1300 224 636
Blue Knot Foundation Website: www.blueknot.org.au Provides telephone counselling, information and support for adult survivors of child abuse and referral to professionals and agencies. Provides workshops for survivors, family members, partners and friends. Professional development for health professionals is also available.	Phone 1800 737 732
Bravehearts Website: www.bravehearts.org.au Specialist case management, face to face counselling (QLD only) and telephone counselling in all states and territories for child and adult survivors, non-offending family members and friends engaging with the Royal Commission.	Phone 1800 272 831
CatholicCare Sydney Website: www.catholiccare.org Provide support and counselling services to people of any background or denomination. Specialist services include individual and relationship counselling, family support, disability and out of home care services.	Phone 13 18 19
Child Wise Website: www.childwise.org.au Trauma informed telephone and online counselling for childhood abuse. Training and organisational capacity building on child abuse prevention.	Phone 1800 991 099
Headspace Website: www.headspace.org.au Provides face-to-face information, support and services to young people ages 12 to 25 years. Headspace can help with mental health and wellbeing, general health, alcohol and other drug services, work, school and study.	Phone 1800 650 890

Youth Ministry Support Services

Interrelate Website: www.interrelate.org.au Counselling and support for those affected by institutional child sexual abuse and the work of the Royal Commission. Locations in metropolitan, regional and rural NSW.	Phone 1300 134 924
Kids helpline Website: www.kidshelpline.com.au Provides 24/7 phone and online counselling service for young people aged 5 to 25. Support in areas of relationships, family issues, bullying, cyberbullying, gender identity, sexuality, mental health and body issues.	Phone 1800 551 800
Lifeline Website: www.lifeline.org.au 24 hour crisis support and suicide prevention.	Phone 13 11 14
MensLine Australia Website: www.mensline.org.au A national telephone and online support, information and referral service for men and family and relationship concerns.	Phone 1300 789 978
ReachOut Australia Website: www.au.reachout.com Online mental health organisation, offering practical support tools and tips to help young people get through anything from everyday issues to tough times. Provides online forums for young people to interact with other young people.	
Sexual Assault Counselling Australia (SACA) Website: www.sexualassaultcounselling.org.au Provides telephone counselling, including a free telephone interpreting service, for people affected by the Royal Commission. Some face-to-face counselling is available in NSW and Victoria. Staffed by trauma specialist counsellors.	Phone 1800 211 028
Victims Access Line Website: www.victimsservices.justice.nsw.gov.au Provides confidential support and information to victims of all crimes, including sexual and physical assault and domestic violence.	Phone 1800 633 063



Jesus does not say 'no' to the authentic demands of the heart, but only a clear, loud 'yes' to life, to love, to freedom, to peace and to hope. With him no goal is impossible and even a small act of generosity grows and can lead to great change.

St John Paul II
Letter to the young people of Rome 1997

General information only

This handbook has been developed by the Safeguarding and Ministerial Integrity Office of the Catholic Archdiocese of Sydney and is for internal distribution and use only among personnel of the Catholic Archdiocese of Sydney. The Catholic Archdiocese of Sydney shall not be responsible for any loss whatsoever sustained by any person who relies on this Handbook.

