



Safeguarding and Child Protection Documents As at 1 March 2020

Index

1. General

- a. Policy Definitions
- b. Overview of the Archdiocese's Child Safeguarding Policy
- c. Chart of Archdiocesan Child Safeguarding Roles and Responsibilities
- d. Code of Conduct for Working with Children

2. Government Agencies

- a. Fact sheet: Relevant Government Agencies
- b. Guidance document: Relevant Government Agencies

3. Reporting Obligations

- a. Fact Sheet: Reporting Crimes to the NSW Police
- b. Fact Sheet: Reportable Conduct Scheme
- c. Fact Sheet: Mandatory Reporting
- d. Fact Sheet: Vos Estis lux Mundi – Reporting and managing allegations of crimes of sexual abuse against minors committed by clerics

4. Safeguarding Complaints

- a. Flowchart: Reporting Safeguarding Complaints
- b. Form: Reporting Details of Safeguarding Complaint
- c. Fact Sheet: Managing Safeguarding Complaints
- d. Flowchart: Managing Safeguarding Complaints
- e. Protocol: Managing Safeguarding Complaints
- f. Fact Sheet: Vos Estis Lux Mundi – Reporting and Managing allegations of sexual abuse against minors committed by clerics
- g. Protocol: Vos Estis Lux Mundi – Reporting and Managing allegations of sexual abuse against minors committed by clerics
- h. Whistle-blower Guidelines

5. Reporting Obligations to the Police, Office of the Children's Guardian and Department of Communities and Justice

- a. Fact sheet: What is a Reportable Crime?
- b. Guidance document: What Constitutes a Reportable Crime?
- c. Protocol: Reporting Reportable Crimes to the NSW Police
- d. Table of Reportable Crimes
- e. Protocol: Reducing or Removing Risks of Child Abuse
- f. Fact sheet: What Conduct Must be reported to the Office of the Children's Guardian?
- g. Guidance document: What Conduct must be reported to the Office of the Children's Guardian?
- h. Protocol: Reporting Inappropriate Employee Conduct to the Office of the Children's Guardian
- i. Fact sheet: When is a Child at Risk of Significant Harm?
- j. Guidance document: When is a Child at Risk of Significant Harm?

- k. Protocol: Reporting a Child who is at Risk of Significant Harm to Department of Communities and Justice

6. Recording and Storing Safeguarding Records

- a. Fact sheet: Keeping and Sharing Safeguarding Records
- b. Protocol: Keeping and Sharing Safeguarding Records
- c. Form: Details of Child Protection Matter that has been reported to the NSW Police
- d. Form: Details of Child Protection Matter that has not been reported to the NSW Police

7. Employment matters

- a. Fact sheet: What is Child-Related Work?
- b. Guidance document: Who must obtain a Working with Children Check?
- c. Protocol: Screening Workers
- d. Flowchart: Screening Workers
- e. Sample Interview Questions and Red Flags
- f. Form: Interview Questions for Applicants who will be Engaged in Child-Related Work
- g. Tips for Conducting Reference Checks
- h. Form: Reference Check Questions for the Referee
- i. Protocol: Visiting Clergy Protocol
- j. Form: Priest Visiting from a Diocese Within Australia
- k. Form: Priests Visiting from Overseas
- l. Fact sheet for Parishes: Who needs a Working With Children Check?
- m. Checklist: Working With Children Check Checklist for Parishes
- n. Policy: Safeguarding and Child Protection Training Policy

8. Dealing with Volunteers and Contractors

- a. Fact sheet: Dealing with Volunteers and Contractors
- b. Protocol: Dealing with Volunteers and Contractors

9. Guidance when Working with Children

- a. Fact sheet: Behaviours to Encourage and Avoid
- b. Fact sheet: Use of Technology and Social Media to communicate with Children
- c. Protocol: Use of Technology and Social Media to communicate with Children
- d. Fact sheet: Cyberbullying
- e. Fact sheet: Use of Alcohol, Tobacco and other Drugs
- f. Protocol: Use of Alcohol, Tobacco and other Drugs
- g. When does my Parish need consent to film or photograph children at the Parish/Parish events

10. Risk Assessments

- a. Guidance document: Risk Assessments and Mitigation Strategies for Safe Environments
- b. Guide to completing a Risk Assessment for Activities involving Children
- c. Template: Risk Assessment and Mitigation Strategies

