



Policy Statement

Mandatory Safeguarding and Child Protection Training Requirements for the Catholic Archdiocese of Sydney

It is an expectation of the Catholic Archdiocese of Sydney that clergy and religious who hold faculties within Catholic Archdiocese of Sydney or who are incardinated or who have an appointment within the Archdiocese undertake mandatory Safeguarding and Child Protection Training. It is expected that the Seminarians attending the Seminaries of the Catholic Archdiocese undertake mandatory Safeguarding and Child Protection Training. It is also expected that employees and volunteers of the agencies of the Catholic Archdiocese of Sydney and employees and volunteers of the parishes within the Catholic Archdiocese of Sydney also undertake mandatory Safeguarding and Child Protection Training.

The Safeguarding and Ministerial Integrity Office is responsible for the delivery and content of mandatory Safeguarding and Child Protection Training within the Catholic Archdiocese of Sydney. If there is a certified Parish Safeguarding Support Officer (**PSSO**) or certified Chaplaincy Safeguarding Support Officer (**CSSO**) in a Parish/ Community, they can assist in the delivery of mandatory Safeguarding Induction Training in their parish under the authority of the Parish Priest or Chaplain, supported by the Safeguarding and Ministerial Integrity Office.

Completion of mandatory Safeguarding Training ensures that all who work and volunteer within the Catholic Archdiocese of Sydney are aware of their safeguarding and child protection obligations in line with current legislative, regulatory and policy requirements. Mandatory Safeguarding Training also supports parishes and agencies of the Archdiocese in meeting safeguarding requirements in line with current legislative, regulatory and policy requirements.

This Policy Statement does not address any additional training requirements, only the safeguarding and child protection mandatory requirements of Catholic Archdiocese of Sydney.

Clergy:

Clergy with faculties ministering within the Catholic Archdiocese of Sydney	
All clergy who have faculties and who minister within the Catholic Archdiocese of Sydney are required to undertake the following annual mandatory training.	
Training Required: (4.5 hours)	<ul style="list-style-type: none"> • Level 1 Safeguarding Training completed within 3 months of obtaining faculties. • Level 2 Safeguarding Training • Level 3 Safeguarding Training • Ongoing annual Safeguarding Training
Delivered by:	Officers of the Safeguarding & Ministerial Integrity Office

Other Religious (Brothers, Religious women)

Other Religious ministering within the Catholic Archdiocese of Sydney with an appointment

Training Required: (4.5 hours)	<ul style="list-style-type: none">• Level 1 Safeguarding Training completed within 3 months of appointment.• Level 2 Safeguarding Training• Level 3 Safeguarding Training• Ongoing annual Safeguarding Training
Delivered by:	Officers of the Safeguarding & Ministerial Integrity Office

Seminarians

Seminarians attending the Redemptoris Mater Sydney Seminary

Training Required: (4.5 hours)	<ul style="list-style-type: none">• Level 1 Safeguarding Training completed in first year• Level 2 Safeguarding Training completed in second year• Level 3 Safeguarding Training completed in third year• Ongoing annual Safeguarding Training
Delivered by:	Officers of the Safeguarding & Ministerial Integrity Office

Seminarians attending the Good Shepherd Seminary

Seminarians attending the Good Shepherd Seminary are to attend Safeguarding Training, in accordance with the Good Shepherd Seminary Training Policy.

Training Required:	<ul style="list-style-type: none">• Level 1 Safeguarding Training completed in second year (<i>full day attendance</i>)• Level 2 Safeguarding Training completed in third year (<i>half day attendance 10.30am-12.30pm</i>)• Level 3 Safeguarding Training completed in fourth year (<i>half day attendance 1.00pm-3.00pm</i>)• Ongoing annual Safeguarding Training
Delivered by:	Officers of the Safeguarding & Ministerial Integrity Office

Parish Environments:

Parish Secretaries/ Parish Administrators/ Business Managers

Training Required:	<ul style="list-style-type: none">• Safeguarding Online Induction Training completed within 6 weeks of employment• Level 1 Safeguarding Training completed within 6 months of employment• Safeguarding Refresher Training every three years
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Other Parish Employees (e.g. Pastoral Associate, Sacramental Coordinator)

Training Required:	<ul style="list-style-type: none">• Safeguarding Online Induction Training completed within 6 weeks of employment• Level 1 Safeguarding Training completed within 6 months of employment• Safeguarding Refresher Training every three years
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Parish Volunteers

Training Required:	<ul style="list-style-type: none">• Safeguarding Online Induction Training completed prior to any volunteer work• Safeguarding Refresher Training every three years
Delivered by:	Online Training platform

Parish Safeguarding Support Officers (PSSO)

Training Required:	<ul style="list-style-type: none">• Level 1 Safeguarding Training• Train the Trainer – ‘Spreading the Message’• Ongoing annual Safeguarding Training• Safeguarding Refresher Training every three years
Delivered by:	Officers of the Safeguarding & Ministerial Integrity Office

Chaplaincy Safeguarding Support Officers (CSSO)

Training Required:

- **Level 1 Safeguarding Training**
- **Train the Trainer – ‘Spreading the Message’**
- **Ongoing annual Safeguarding Training**
- **Safeguarding Refresher Training every three years**

Delivered by:

Officers of the Safeguarding & Ministerial Integrity Office

Agency Environments:

Agency Heads

Training Required:

- **Safeguarding Online Induction Training** completed within 6 weeks of employment
- **Level 1 Safeguarding Training** completed within 6 months of employment
- **Ongoing Safeguarding Training as required**
- **Safeguarding Refresher Training every three years**

Delivered by:

Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Other Agency Employees

Training Required:

- **Safeguarding Online Induction Training** completed within 6 weeks of employment
- **Level 1 Safeguarding Training** completed within 6 months of employment
- **Safeguarding Refresher Training every three years**

Delivered by:

Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Agency Volunteers

Training Required:

- **Safeguarding Online Induction Training** completed prior to any volunteer work
- **Safeguarding Refresher Training every three years**

Delivered by:

Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Youth Ministry Environments:

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