CATHOLIC ARCHDIOCESE OF SYDNEY

Protocol: Mandatory Safeguarding and Child Protection Training

It is an expectation of the Archdiocese that the following groups undertake mandatory Safeguarding and Child Protection Training (Safeguarding Training):

- Clergy and Religious Appointees within the Archdiocese
- Seminarians attending the Seminaries within the Archdiocese
- Workers of the Parishes within the Archdiocese
- Workers of the Agencies within the Archdiocese

Definitions:

'Clergy' *includes bishops, priests, assistant priests, deacons, incardinated in the Archdiocese or not incardinated in the Archdiocese but granted faculties and appointed to a position within the Archdiocese, and seminarians at the Seminary of the Good Shepherd. Please refer to the Policy Definitions for more detail.*

'Religious Appointee' *includes sisters and brothers from religious orders appointed to an official role in the Archdiocese.*

'Workers' *includes Parish and Agency Employees, Volunteers, self-employed contractors, Clergy and Religious Appointees.*

If there is an appointed Parish Safeguarding Support Officer **(PSSO)** or Chaplaincy Safeguarding Support Officer **(CSSO)** in a Parish/Community, they can deliver Safeguarding Induction Training in their Parish/Community.

Through the completion of Safeguarding Training, all Workers throughout the Archdiocese can help to keep Children, Young People and our communities safe.

Registering for Safeguarding Training can be done either via the Archdiocese of Sydney Safeguarding page under the 'Training' tab https://www.sydneycatholic.org/safeguarding-and-child-protection/ or by emailing your full name, parish/agency, name of training session and email address to safeguardingtraining@sydneycatholic.org

Parish, Chaplaincy and Agency Training Compliance

Parishes and Chaplaincy Communities are responsible for monitoring and managing Workers Safeguarding Training compliance within their own Community. Parish Priest and Chaplains are responsible for keeping record of Workers Safeguarding Training. PSSO's and CSSO's can assist Parish Priest and Chaplains to maintain these records.

Agency Heads are responsible for monitoring and managing their employees and volunteers Safeguarding Training compliance. Agency Heads are to keep their own record of when employees and volunteers completed Safeguarding Training however, the Safeguarding Office in conjunction with the People & Culture Office will ultimately maintain Safeguarding Training records for Agency Employees only.

The Parish Priest, Chaplain or Agency Head should address non-compliance by Workers in the first instance. Parish Priest, Chaplains and Agency Heads can seek support and advice from the Safeguarding Office when there is continuing non-compliance by Workers. General non-compliance demonstrated by a Parish, Chaplaincy Community or Agency that seriously jeopardises the safety and wellbeing of others will be reported to the Vicar General.

Clergy and Religious Training Compliance

The Safeguarding Office is responsible for monitoring and managing Clergy and Religious annual Safeguarding Training compliance. The Safeguarding Office in conjunction with the Chancery Office will maintain Safeguarding Training records for Clergy and Religious within the Archdiocese.

The Safeguarding Office will be proactive and remind Clergy and Religious of their training requirements. Clergy and Religious who fail to comply with Safeguarding Training requirements without prior communication to the Safeguarding Office will be reported to the Vicar General. Continuing non-compliance by Clergy and Religious that seriously jeopardises the safety and wellbeing of others will be reported to the Archbishop.

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Clergy and Religious Appointees:

Clergy and Religious Appointees within the Archdiocese:	
All Clergy with faculties and Religious Appointees within the Archdiocese are required to undertake the following annual training: ***NB:*** *Safeguarding Online Induction Training and Level 1 Training must be completed in the same year, after that one training package is to be completed per year.*	
Training Required:	**Safeguarding Online Induction Training** completed within 6 weeks of obtaining faculties (as per National Catholic Safeguarding Standard 5.4.1) **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed within 3 months of obtaining faculties. **Level 2: Building Safe Communities Safeguarding Training** **Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training** **Ongoing annual Safeguarding Training**
Delivered by:	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

Overseas Clergy and Religious

Clergy and Religious from overseas with faculties to minister and Appointments within the Archdiocese:	
Clergy and Religious from overseas are required to undertake the following Safeguarding Training	
Training Required:	**Ministry in Australia Safeguarding Training** completed before ministering in Australia (as per National Catholic Safeguarding Standard 5.9.2.) **All other required training is as per the requirements set out in 'Clergy and Religious Appointees' – see above**
Delivered by:	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

Seminarians

Seminarians attending the Redemptoris Mater Sydney Seminary	
Training Required:	• **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed in first year • **Level 2: Building Safe Communities Safeguarding Training** completed in second year • **Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training** completed in third year • **Ongoing annual Safeguarding Training**
Delivered by:	Online Training Platform and 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:	• **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed in second year *(full day attendance)* • **Level 2: Building Safe Communities Safeguarding Training** completed in third year *(half day attendance 10.30am-12.30pm)* • **Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training** completed in fourth year *(half day attendance 1.00pm-3.00pm)* • **Ongoing annual Safeguarding Training**
Delivered by:	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

Parish Environments

Parish Secretaries/Parish Administrators/Business Managers/Sacramental Coordinator/Pastoral Associate	
Training Required:	**Safeguarding Online Induction Training** completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1) **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed within 6 months of employment **Safeguarding Refresher Training** every three years (as per the National Catholic Safeguarding Standard 7.1.1)
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Parish Volunteers	
Training Required:	**Safeguarding Online Induction Training** completed prior to any volunteer work (as per National Catholic Safeguarding Standard 5.4.1) **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1)
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Safeguarding Support Officers

Parish Safeguarding Support Officers (PSSO) and Chaplaincy Safeguarding Support Officers (CSSO)	
Training Required:	**Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** **Train the Trainer – 'Spreading the Message'** **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1) **Ongoing Safeguarding Training as required**
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Agency Environments

Agency Heads *(For example: Aboriginal Catholic Ministry, Benedict XVI Retreat, Catholic University Chaplaincy Services, Catholic Weekly, Ephpheta Centre, Sydney Catholic Youth)*	
Training Required:	• **Safeguarding Online Induction Training** completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1) • **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed within 6 months of employment • **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1)
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Agency Employees	
Training Required:	• **Safeguarding Online Induction Training** completed within 6 weeks of employment (as per National Catholic Safeguarding Standard 5.4.1) • **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training** completed within 6 months of employment • **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1)
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 (as per National Catholic Safeguarding Standard 5.4.1) • **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1)
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

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Youth Ministry Environments

Youth Ministry Team Leaders	
Training Required:	**Safeguarding Online Youth Ministry Induction Training** completed prior to appointment of position (as per National Catholic Safeguarding Standard 5.4.1) **Level 1 Youth Ministry Safeguarding Training** completed within 6 months of position **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1) **Ongoing Safeguarding Training as required**
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Youth Ministry Leaders	
Training Required:	**Safeguarding Online Youth Ministry Induction Training** completed prior to appointment of position **Safeguarding Refresher Training** once every three years (as per the National Catholic Safeguarding Standard 7.1.1) **Ongoing Safeguarding Training as required**
Delivered by:	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

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Course Descriptions:

Safeguarding Online Induction Training (1 hour):

Safeguarding within the Archdiocese of Sydney is everyone's responsibility and this training package informs participants of the vital framework for safeguarding Children within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, responding to disclosures of abuse and reporting obligations of individuals within the Archdiocese.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;

- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those brining forward concerns, disclosures and allegations of child abuse
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments.

Safeguarding Online Youth Ministry Induction Training (1.5 hours):

Safeguarding within the Archdiocese of Sydney is everyone's responsibility and this training package informs Youth Ministers of the vital framework for safeguarding Children who are participating in youth ministry groups within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, responding to disclosures of abuse, reporting obligations of individuals within the Archdiocese, importance of risk assessments, understanding the dangers of online grooming and sexting.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;

- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 2b.** The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and be less isolated
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection
- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 8a.** Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- **Core Component 8b.** The online environment is used in accordance with the organisation's code of conduct and relevant policies
- **Core Component 10e.** Staff understand and implement the policies and procedures

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement

- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those brining forward concerns, disclosures and allegations of child abuse
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments.
- **Indicator 8.1.2** The entity's policies require the use of safe online applications for children to learn, communicate and seek help
- **Indicator 8.1.3** Personnel are proactive in identifying and mitigating physical and online risks to children.
- **Indicator 8.2.1** Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel

Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training

This training package informs participants of the vital framework for safeguarding Children within the Archdiocese – this includes legal compliance, Codes of Conduct, historical overview of child abuse in Australia, professional boundary expectations, categories of abuse, indicators of abuse, safe recruitment practices, requirement of Working with Children Checks of staff and volunteers in child related roles (as legislated), recording and safe storing of information, responding to disclosures of abuse and reporting obligations of individuals within the Archdiocese.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;
- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 1e.** Staff and volunteers understand their obligations on information sharing and record keeping
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities

- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 6a.** The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection
- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 8a.** Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- **Core Component 8b.** The online environment is used in accordance with the organisation's code of conduct and relevant policies
- **Core Component 10e.** Staff understand and implement the policies and procedures

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 1.6.1** The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 3.4.1** The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children
- **Indicator 4.1.1** The entity's Child Safeguarding Policy and practices reflect an understanding and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse
- **Indicator 5.1.1** The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 6.1.2** There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child, be they historic or current
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.

- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those brining forward concerns, disclosures and allegations of child abuse
- **Indicator 7.3.2** The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments
- **Indicator 8.1.1** The entity's safeguarding risk management plan addresses physical and online risks including risks arising from child-to-child and adult-to-child interactions, and the nature of physical spaces.
- **Indicator 8.1.2** The entity's policies require the use of safe online applications for children to learn, communicate and seek help
- **Indicator 8.1.3** Personnel are proactive in identifying and mitigating physical and online risks to children.
- **Indicator 8.2.1** Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel

Level 1: Youth Ministry Safeguarding Training

This training package provides important information and tools to Youth Ministers who minister to Children and Young People within the Archdiocese of Sydney – this includes understanding and recognising signs on online grooming and bullying, understanding legislation relating to online bullying and sexting, how to create and maintain safe youth ministry environments, understanding the importance of developing risk assessments, responding to disclosures of abuse and reporting obligations.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;

- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 1e.** Staff and volunteers understand their obligations on information sharing and record keeping
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations

- **Core Component 6a.** The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection
- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 8a.** Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- **Core Component 8b.** The online environment is used in accordance with the organisation's code of conduct and relevant policies
- **Core Component 10e.** Staff understand and implement the policies and procedures

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 1.6.1** The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 3.4.1** The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children
- **Indicator 4.1.1** The entity's Child Safeguarding Policy and practices reflect an understanding and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse
- **Indicator 5.1.1** The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 6.1.2** There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child, be they historic or current
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those bringing forward concerns, disclosures and allegations of child abuse

- **Indicator 7.3.2** The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments
- **Indicator 8.1.1** The entity's safeguarding risk management plan addresses physical and online risks including risks arising from child-to-child and adult-to-child interactions, and the nature of physical spaces.
- **Indicator 8.1.2** The entity's policies require the use of safe online applications for children to learn, communicate and seek help
- **Indicator 8.1.3** Personnel are proactive in identifying and mitigating physical and online risks to children.
- **Indicator 8.2.1** Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel

Level 2: Building Safe Communities Safeguarding Training

This training package offers participants a unique perspective into the wide spread effects child sexual abuse has on society and individuals as well as providing participants with skills and tools to help build safe communities within the Archdiocese– this includes watching the Breaking the Silence video, understanding your safeguarding responsibilities within a parish/community, understanding and developing risk assessments, how to report incidents to the Safeguarding Office and the significance of Safeguarding Support Officers.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;
- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 1e.** Staff and volunteers understand their obligations on information sharing and record keeping
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 6a.** The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse

- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection
- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 8a.** Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- **Core Component 8b.** The online environment is used in accordance with the organisation's code of conduct and relevant policies
- **Core Component 10e.** Staff understand and implement the policies and procedures

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 1.6.1** The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 3.4.1** The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children
- **Indicator 4.1.1** The entity's Child Safeguarding Policy and practices reflect an understanding and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse
- **Indicator 5.1.1** The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 6.1.2** There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child, be they historic or current
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those brining forward concerns, disclosures and allegations of child abuse
- **Indicator 7.3.2** The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal

behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments

- **Indicator 8.1.1** The entity's safeguarding risk management plan addresses physical and online risks including risks arising from child-to-child and adult-to-child interactions, and the nature of physical spaces.
- **Indicator 8.1.2** The entity's policies require the use of safe online applications for children to learn, communicate and seek help
- **Indicator 8.1.3** Personnel are proactive in identifying and mitigating physical and online risks to children.
- **Indicator 8.2.1** Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel

Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training

This training package provides participants with a snapshot overview of the Royal Commission into Institutional Child Sexual Abuse and how the recommendations from the Royal Commission have impacted our Archdiocese – this includes key facts from the Royal Commission, key recommendations for the Catholic Church, understanding and implementing the Office of the Children's Guardian Child Safe Standards, understanding and implementing the National Office for Child Safety's 10 Principles and becoming familiar with Australian Catholic Safeguarding Limited.

This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;

- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 1e.** Staff and volunteers understand their obligations on information sharing and record keeping
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 6a.** The organisation has a child-focused complaint-handling system that is understood by children, staff, volunteers and families
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection

- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 8a.** Risks in the online and physical environments are identified and mitigated without compromising a child's right to privacy and healthy development
- **Core Component 8b.** The online environment is used in accordance with the organisation's code of conduct and relevant policies
- **Core Component 10e.** Staff understand and implement the policies and procedures

This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices
- **Indicator 1.6.1** The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 3.4.1** The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children
- **Indicator 4.1.1** The entity's Child Safeguarding Policy and practices reflect an understanding and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse
- **Indicator 5.1.1** The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 6.1.2** There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints, including breaches of Codes of Conduct, disclosures, allegations or concerns of abuse of a child, be they historic or current
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
- **Indicator 7.3.1** The entity provides training to equip relevant personnel to appropriately respond to and support those brining forward concerns, disclosures and allegations of child abuse
- **Indicator 7.3.2** The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures
- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments

- **Indicator 8.1.1** The entity's safeguarding risk management plan addresses physical and online risks including risks arising from child-to-child and adult-to-child interactions, and the nature of physical spaces.
- **Indicator 8.1.2** The entity's policies require the use of safe online applications for children to learn, communicate and seek help
- **Indicator 8.1.3** Personnel are proactive in identifying and mitigating physical and online risks to children.
- **Indicator 8.2.1** Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel

Train the Trainer – 'Spreading the Message'

This training package is for those volunteers who have been nominated to become a Safeguarding Support Officer in their Parish or Chaplaincy community. This Train the Trainer package provides Safeguarding Support Officers with information about their roles within their community as well as the resources and skills to present the Safeguarding Induction training package to volunteers within their community. This training package supports the Office of the Children's Guardian 10 Child Safe Standards through;

- **Core Component 1b.** Child Safety is a shared responsibility
- **Core Component 1d.** Staff and volunteers comply with a code of conduct that sets clear behaviours standards towards children
- **Core Component 1e.** Staff and volunteers understand their obligations on information sharing and record keeping
- **Core Component 2d.** Staff and volunteers are attuned to signs of harm
- **Core Component 4a.** The organisation actively anticipates children's diverse circumstance and responds effectively to those with additional vulnerabilities
- **Core Component 5c.** All staff and volunteers receive an appropriate induction and are aware of their child safety responsibilities including reporting obligations
- **Core Component 7a.** Relevant staff and volunteers receive training on the nature and indicators of child maltreatment, particularly organisational child abuse
- **Core Component 7b.** Staff and volunteers receive training on the organisation's child safe practices and child protection
- **Core Component 7c.** Relevant staff and volunteers are supported to develop practical skills in protecting children and responding to disclosures
- **Core Component 10e.** Staff understand and implement the policies and procedures

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- **Indicator 1.2.4** Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input in child safeguarding practices

- **Indicator 1.6.1** The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel
- **Indicator 2.4.1** Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns
- **Indicator 3.4.1** The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children
- **Indicator 4.1.1** The entity's Child Safeguarding Policy and practices reflect an understanding and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse
- **Indicator 5.1.1** The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 7.1.1** The entity provides regular opportunities to educate and train personal on child safeguarding policies and procedures as a minimum through; induction and refresher safeguarding training
- **Indicator 7.2.1** The entity provides regular training to relevant personnel which equips them with the know to; understand the nature and impact of child abuse; understand the nature, factors and impact of institutional abuse; identify risk factors such as grooming behaviours.
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- **Indicator 7.3.3.** The entity provides training to ensure personnel are aware of their reporting obligations under state/territory legislative requirements including; reporting suspected criminal behaviour to police; mandatory reporting to child protection authorities; Reportable Conduct Scheme and reporting to other regulatory authorities or government departments
- **Indicator 10.2.1** The entity's policies and procedures relevant to safeguarding are readily available and accessible to all personnel