Safeguarding Children and Adults at Risk Documents as at August 2023



Index

1. General

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

2. Government Agencies

- a. Fact Sheet: Relevant Government Agencies
- b. Guidance Document: Relevant Government Agencies
- c. Fact Sheet: Children's Guardian Amendment (Child Safe Scheme)
 Bill 2021
- d. Fact Sheet: 10 Child Safe Standards

3. Reporting Obligations

- a. Fact Sheet: Reporting Crimes to the NSW Police
- b. Fact Sheet: Reportable Conduct Scheme
- c. Fact Sheet: Mandatory Reporting

4. Safeguarding Complaints

- a. Flowchart: Reporting Safeguarding Complaints
- b. Form: Reporting Details of a Safeguarding Complaint
- c. Form: Initial Assessment of Safeguarding Complaint
- d. Fact Sheet: Managing Safeguarding Complaints
- e. Flowchart: Managing Safeguarding Complaints
- f. Protocol: Managing Safeguarding Complaints
- g. Fact Sheet: What to expect if you are the Subject of a Safeguarding Complaint
- h. Fact Sheet: What to expect if you are bringing forward a Safeguarding Complaint
- i. Fact Sheet: The role of the Support Person
- i. Fact Sheet: Person of Concern in a Parish
- k. Whistle-blower Guidelines: Safeguarding Children and Adults at Risk
- I. Fact Sheet: National Response Protocol
- m. Fact Sheet: Vos Estis Lux Mundi
- n. Protocol: Reporting and Managing allegations of crimes of sexual abuse against minors committed by clerics

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

Name: Safeguarding Children and Adults at Risk Documents Index

iManage: 561600V2

Version: V7, 29 August 2023, to be reviewed August 2026

- 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
- I. Protocol: Reporting Protocol for Clergy and Workers

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 Safeguarding Matter that has been Reported to the NSW Police
- d. Form: Details of Safeguarding 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 and/or Adult at Risk 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
- I. Fact Sheet for Parishes: Who needs a Working with Children Check?
- m. Checklist: Working with Children Check Checklist for Parishes
- n. Protocol: Mandatory Safeguarding and Child Protection Training

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 and Adults at Risk

- a. Fact Sheet: Behaviours to Encourage and Avoid
- b. Fact Sheet: Use of Technology and Social Media to Communicate with Children and Adults at Risk
- c. Protocol: Use of Technology and Social Media to Communicate with Children and Adults at Risk
- d. Fact Sheet: Cyberbullying
- e. Fact Sheet: Use of Alcohol, Tobacco and other Drugs
- f. Protocol: Use of Alcohol, Tobacco and other Drugs

Name: Safeguarding and Child and Adults at Risk Document Index

iManage: 561600V2

Version: V7, 29 August 2023, to be reviewed August 2026

g. When Does My Parish Need Consent to Film or Photograph Children at the Parish/Parish Events

10. Risk Assessments

- a. Policy: Risk Assessment Policy Guidelines
- b. Guidance Document: Risk Assessments and Mitigation Strategies for Safe Environments
- c. Guide to Completing a Risk Assessment for Activities Involving Children and Adults at Risk
- d. Template: Risk Assessment and Mitigation Strategies
- e. Template: Evaluation and Continuous Improvement

Name: Safeguarding and Child and Adults at Risk Document Index

iManage: 561600V2

Version: V7, 29 August 2023, to be reviewed August 2026