



## 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, Adults at Risk 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](mailto: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.

## Clergy and Religious Appointees:

<b>Clergy and Religious Appointees within the Archdiocese:</b>	
All Clergy with faculties and Religious Appointees within the Archdiocese are required to undertake the following annual training: <b>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.</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of obtaining faculties</li> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 3 months of obtaining faculties.</li> <li>• <b>Level 2: Building Safe Communities Safeguarding Training</b></li> <li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b></li> <li>• <b>Ongoing annual Safeguarding Training</b></li> </ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Overseas Clergy and Religious

<b>Clergy and Religious from overseas with faculties to minister and Appointments within the Archdiocese:</b>	
Clergy and Religious from overseas are required to undertake the following Safeguarding Training	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Ministry in Australia Safeguarding Training</b> completed before ministering in Australia</li> <li>• <b>All other required training is as per the requirements set out in 'Clergy and Religious Appointees' – see above</b></li> </ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Seminarians

<b>Seminarians attending the Redemptoris Mater Sydney Seminary</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed in first year</li> <li>• <b>Level 2: Building Safe Communities Safeguarding Training</b> completed in second year</li> <li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b> completed in third year</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Ongoing annual Safeguarding Training</b></li> </ul>
<b>Delivered by:</b>	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.

<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed in second year (<i>full day attendance</i>)</li> <li>• <b>Level 2: Building Safe Communities Safeguarding Training</b> completed in third year (<i>half day attendance 10.30am-12.30pm</i>)</li> <li>• <b>Level 3: Beyond the Royal Commission: National Principles and Standards Safeguarding Training</b> completed in fourth year (<i>half day attendance 1.00pm-3.00pm</i>)</li> <li>• <b>Ongoing annual Safeguarding Training</b></li> </ul>
<b>Delivered by:</b>	Online Training Platform and Officers of the Safeguarding & Ministerial Integrity Office

## Parish Environments

### Parish Secretaries/Parish Administrators/Business Managers/Sacramental Coordinator/Pastoral Associate

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

### Parish Volunteers

<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed prior to any volunteer work</li> <li>• <b>Safeguarding Refresher Training</b> once every three years</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Safeguarding Support Officers

<b>Parish Safeguarding Support Officers (PSSO) and Chaplaincy Safeguarding Support Officers (CSSO)</b>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b></li> <li>• <b>Train the Trainer – ‘Spreading the Message’</b></li> <li>• <b>Safeguarding Refresher Training</b> once every three years</li> <li>• <b>Ongoing Safeguarding Training as required</b></li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Agency Environments

<b>Agency Heads</b> <i>(For example: Aboriginal Catholic Ministry, Benedict XVI Retreat, Catholic University Chaplaincy Services, Catholic Weekly, Ephpheta Centre, Sydney Catholic Youth)</i>	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed within 6 weeks of employment</li> <li>• <b>Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training</b> completed within 6 months of employment</li> <li>• <b>Safeguarding Refresher Training</b> once every three years</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

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

Agency Volunteers	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Induction Training</b> completed prior to any volunteer work</li> <li>• <b>Safeguarding Refresher Training</b> once every three years</li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Youth Ministry Environments

Youth Ministry Team Leaders	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Youth Ministry Induction Training</b> completed prior to appointment of position (as per National Catholic Safeguarding Standard 5.4.1)</li> <li>• <b>Level 1 Youth Ministry Safeguarding Training</b> completed within 6 months of position</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> <li>• <b>Ongoing Safeguarding Training as required</b></li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

Youth Ministry Leaders	
<b>Training Required:</b>	<ul style="list-style-type: none"> <li>• <b>Safeguarding Online Youth Ministry Induction Training</b> completed prior to appointment of position</li> <li>• <b>Safeguarding Refresher Training</b> once every three years (as per the National Catholic Safeguarding Standard 7.1.1)</li> <li>• <b>Ongoing Safeguarding Training as required</b></li> </ul>
<b>Delivered by:</b>	Online Training platform and Officers of the Safeguarding & Ministerial Integrity Office

## Course Descriptions:

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### 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 and Adults at Risk 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 good safeguarding practices are everyone's responsibility and are empowered to contribute to the organisation's safeguarding practices.
- **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
- **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
- **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
  - understand, identify, and respond to abusive behaviours by a child towards another child.
- **Indicator 7.3.1** Education and training programs include materials addressing factors that may place adults at risk of abuse, building knowledge to:
  - understand the nature and impact of adult abuse;
  - understand the nature, factors, and impact of institutional abuse;
  - identify risk factors, such as abuse of power, and exploitation;
  - recognise how adults and institutions can be groomed, including how power imbalances can be exploited; and
  - understand what could make specific adults at increased risk of abuse.

- **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
  - **Indicator 7.4.3** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments;
    - and,
    - Canonical reporting requirements.
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### **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
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This training package also aligns with the Australian Catholic Safeguarding Ltd 10 National Catholic Safeguarding Standards through;

- **Indicator 1.2.4** Personnel understand that good safeguarding practices are everyone's responsibility and are empowered to contribute to the organisation's safeguarding practices.
  - **Indicator 5.3.1** All personnel participate in safeguarding induction program, which occurs as soon as possible after commencement
  - **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
  - **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
  - **Indicator 7.3.1** Education and training programs include materials addressing factors that may place adults at risk of abuse, building knowledge to:
    - understand the nature and impact of adult abuse;
    - understand the nature, factors, and impact of institutional abuse;
    - identify risk factors, such as abuse of power, and exploitation;
    - recognise how adults and institutions can be groomed, including how power imbalances can be exploited; and
    - understand what could make specific adults at increased risk of abuse.
  - **Indicator 7.4.3** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments; and,
    - Canonical reporting requirements.
  - **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
  - **Indicator 8.1.2** The entity's policies require the safe use of online applications for children and adults to learn, communicate and seek help.
  - **Indicator 8.1.3** Personnel are involved in identifying and mitigating physical and online risks to children and adults.
  - **Indicator 8.2.1** Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols.
  - **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.
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### **Level 1: Introduction to Safeguarding within the Archdiocese of Sydney Safeguarding Training**

This training package informs participants of the vital framework for safeguarding Children and Adults at Risk 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 good safeguarding practices are everyone’s responsibility and are empowered to contribute to the organisation’s safeguarding practices.
- **Indicator 1.6.1** Information sharing and record keeping policies and procedures are documented and communicated to personnel.
- **Indicator 3.3.2** Families, carers and communities are aware of the roles and responsibilities of personnel providing ministries and/or services directly to children and adults at risk.

- **Indicator 4.1.1** The Safeguarding Policy and procedures demonstrate an understanding, and awareness of the diverse circumstances and experiences that increase the risk of abuse.
  
  - **Indicator 5.1.1** The commitment to safeguarding and zero tolerance approach to abuse are explicit in 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 the response and action to be taken for different types of complaints, including:
    - breaches of Codes of Conduct;
    - disclosures, allegations, or concerns of current abuse of a child;
    - an adult bringing forward a complaint of abuse suffered as a child; and
    - an adult bringing forward a complaint of current or past abuse experienced as an adult.
  
  - **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
  
  - **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
    - understand, identify, and respond to abusive behaviours by a child towards another child.
  
  - **Indicator 7.3.1** Education and training programs include materials addressing factors that may place adults at risk of abuse, building knowledge to:
    - understand the nature and impact of adult abuse;
    - understand the nature, factors, and impact of institutional abuse;
    - identify risk factors, such as abuse of power, and exploitation;
    - recognise how adults and institutions can be groomed, including how power imbalances can be exploited; and
    - understand what could make specific adults at increased risk of abuse.
  
  - **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
  
  - **Indicator 7.4.2** Personnel receive training on information sharing and record keeping policies and procedures.
  
  - **Indicator 7.4.3** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments; and,
    - Canonical reporting requirements.
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- **Indicator 8.1.1** Both physical and online risks are addressed within the provision of ministry and/or services, including risks arising from:
  - one-to-one interactions between an adult and a child;
  - ministries and/or services such as counselling, home visits, outreach, one-to-one tuition, the sacrament of reconciliation, spiritual direction, and mentoring;
  - potential physical contact between the penitent and the confessor where the sacrament of reconciliation is celebrated;
  - one-to-one interactions with adults at risk;
  - child-to-child interactions;
  - adult-to-child interactions;
  - adult-to-adult interactions (with consideration of power imbalances); and
  - the nature of physical spaces.
- **Indicator 8.1.2** The entity's policies require the safe use of online applications for children and adults to learn, communicate and seek help.
- **Indicator 8.1.3** Personnel are involved in identifying and mitigating physical and online risks to children and adults
- **Indicator 8.2.1** Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols.
- **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.

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### **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
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- **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 good safeguarding practices are everyone's responsibility and are empowered to contribute to the organisation's safeguarding practices.
- **Indicator 1.6.1** Information sharing and record keeping policies and procedures are documented and communicated to personnel.
- **Indicator 3.3.2** Families, carers and communities are aware of the roles and responsibilities of personnel providing ministries and/or services directly to children and adults at risk.
- **Indicator 4.1.1** The Safeguarding Policy and procedures demonstrate an understanding, and awareness of the diverse circumstances and experiences that increase the risk of abuse.
- **Indicator 5.1.1** The commitment to safeguarding and zero tolerance approach to abuse are explicit in 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 the response and action to be taken for different types of complaints, including:
  - breaches of Codes of Conduct;
  - disclosures, allegations, or concerns of current abuse of a child;
  - an adult bringing forward a complaint of abuse suffered as a child; and
  - an adult bringing forward a complaint of current or past abuse experienced as an adult.
- **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
- **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
  - understand, identify, and respond to abusive behaviours by a child towards another child.
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- **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
  - **Indicator 7.4.2** Personnel receive training on information sharing and record keeping policies and procedures.
  - **Indicator 7.4.3.** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments; and,
    - Canonical reporting requirements.
  - **Indicator 8.1.1** Both physical and online risks are addressed within the provision of ministry and/or services, including risks arising from:
    - one-to-one interactions between an adult and a child;
    - ministries and/or services such as counselling, home visits, outreach, one-to-one tuition, the sacrament of reconciliation, spiritual direction, and mentoring;
    - potential physical contact between the penitent and the confessor where the sacrament of reconciliation is celebrated;
    - one-to-one interactions with adults at risk;
    - child-to-child interactions;
    - adult-to-child interactions;
    - adult-to-adult interactions (with consideration of power imbalances); and
    - the nature of physical spaces.

Where possible, these interactions are to be conducted in an open or visible space, or within clear line of sight of another adult.
  - **Indicator 8.1.2** The entity's policies require the safe use of online applications for children and adults to learn, communicate and seek help.
  - **Indicator 8.1.3** Personnel are involved in identifying and mitigating physical and online risks to children and adults.
  - **Indicator 8.2.1** Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols.
  - **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.
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## **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

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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 good safeguarding practices are everyone’s responsibility and are empowered to contribute to the organisation’s safeguarding practices.
  - **Indicator 1.6.1** Information sharing and record keeping policies and procedures are documented and communicated to personnel.
  - **Indicator 3.3.2** Families, carers and communities are aware of the roles and responsibilities of personnel providing ministries and/or services directly to children and adults at risk.
  - **Indicator 4.1.1** The Safeguarding Policy and procedures demonstrate an understanding, and awareness of the diverse circumstances and experiences that increase the risk of abuse.
  - **Indicator 5.1.1** The commitment to safeguarding
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and zero tolerance approach to abuse are explicit in 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 the response and action to be taken for different types of complaints, including:
    - breaches of Codes of Conduct;
    - disclosures, allegations, or concerns of current abuse of a child;
    - an adult bringing forward a complaint of abuse suffered as a child; and
    - an adult bringing forward a complaint of current or past abuse experienced as an adult.
  
  - **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
  
  - **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
    - understand, identify, and respond to abusive behaviours by a child towards another child.
  
  - **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
  
  - **Indicator 7.4.2** Personnel receive training on information sharing and record keeping policies and procedures.
  
  - **Indicator 7.4.3.** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments; and,
    - Canonical reporting requirements.
  
  - **Indicator 8.1.1** Both physical and online risks are addressed within the provision of ministry and/or services, including risks arising from:
    - one-to-one interactions between an adult and a child;
    - ministries and/or services such as counselling, home visits, outreach, one-to-one tuition, the sacrament of reconciliation, spiritual direction, and mentoring;
    - potential physical contact between the penitent and the confessor where the sacrament of reconciliation is celebrated;
    - one-to-one interactions with adults at risk;
    - child-to-child interactions;
    - adult-to-child interactions;
    - adult-to-adult interactions (with consideration of power imbalances); and
    - the nature of physical spaces.
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Where possible, these interactions are to be conducted in an open or visible space, or within clear line of sight of another adult.

- **Indicator 8.1.2** The entity's policies require the safe use of online applications for children and adults to learn, communicate and seek help.
  - **Indicator 8.1.3** Personnel are involved in identifying and mitigating physical and online risks to children and adults.
  - **Indicator 8.2.1** Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols.
  - **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.
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### **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
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- **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 good safeguarding practices are everyone's responsibility and are empowered to contribute to the organisation's safeguarding practices.
  - **Indicator 1.6.1** Information sharing and record keeping policies and procedures are documented and communicated to personnel.
  - **Indicator 3.3.2** Families, carers and communities are aware of the roles and responsibilities of personnel providing ministries and/or services directly to children and adults at risk.
  - **Indicator 4.1.1** The Safeguarding Policy and procedures demonstrate an understanding, and awareness of the diverse circumstances and experiences that increase the risk of abuse.
  - **Indicator 5.1.1** The commitment to safeguarding and zero tolerance approach to abuse are explicit in 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 the response and action to be taken for different types of complaints, including:
    - breaches of Codes of Conduct;
    - disclosures, allegations, or concerns of current abuse of a child;
    - an adult bringing forward a complaint of abuse suffered as a child; and
    - an adult bringing forward a complaint of current or past abuse experienced as an adult.
  - **Indicator 7.1.1** Personnel are provided regular education and training on safeguarding policies and procedures.
  - **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
    - understand, identify, and respond to abusive behaviours by a child towards another child.
  - **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.
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- **Indicator 7.4.2** Personnel receive training on information sharing and record keeping policies and procedures.
- **Indicator 7.4.3.** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
  - reporting suspected criminal behaviour to police;
  - mandatory reporting to child protection authorities;
  - Reportable Conduct Scheme;
  - reporting to other regulatory authorities or government departments; and,
  - Canonical reporting requirements.
- **Indicator 8.1.1** Both physical and online risks are addressed within the provision of ministry and/or services, including risks arising from:
  - one-to-one interactions between an adult and a child;
  - ministries and/or services such as counselling, home visits, outreach, one-to-one tuition, the sacrament of reconciliation, spiritual direction, and mentoring;
  - potential physical contact between the penitent and the confessor where the sacrament of reconciliation is celebrated;
  - one-to-one interactions with adults at risk;
  - child-to-child interactions;
  - adult-to-child interactions;
  - adult-to-adult interactions (with consideration of power imbalances); and
  - the nature of physical spaces.

Where possible, these interactions are to be conducted in an open or visible space, or within clear line of sight of another adult.
- **Indicator 8.1.2** The entity's policies require the safe use of online applications for children and adults to learn, communicate and seek help.
- **Indicator 8.1.3** Personnel are involved in identifying and mitigating physical and online risks to children and adults.
- **Indicator 8.2.1** Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols.
- **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.

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### **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

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

- **Indicator 1.2.4** Personnel understand that good safeguarding practices are everyone's responsibility and are empowered to contribute to the organisation's safeguarding practices
- **Indicator 1.6.1** Information sharing and record keeping policies and procedures are documented and communicated to personnel.
- **Indicator 3.3.2** Families, carers and communities are aware of the roles and responsibilities of personnel providing ministries and/or services directly to children and adults at risk.
- **Indicator 4.1.1** The Safeguarding Policy and procedures demonstrate an understanding, and awareness of the diverse circumstances and experiences that increase the risk of abuse.
- **Indicator 5.1.1** The commitment to safeguarding and zero tolerance approach to abuse are explicit in 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** Personnel are provided regular education and training on safeguarding policies and procedures.
- **Indicator 7.2.1** Education and training programs include materials addressing factors that may place children at risk of abuse, building knowledge 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; and
  - understand, identify, and respond to abusive behaviours by a child towards another child.
- **Indicator 7.4.1** Education and training programs equip relevant personnel to appropriately respond to and support anyone bringing forward concerns, disclosures, and allegations of abuse.

- **Indicator 7.3.2** Personnel receive training on information sharing and record keeping policies and procedures.
  
  - **Indicator 7.4.3.** Personnel receive training on reporting obligations under Commonwealth, State/Territory legislative and canon law, which includes:
    - reporting suspected criminal behaviour to police;
    - mandatory reporting to child protection authorities;
    - Reportable Conduct Scheme;
    - reporting to other regulatory authorities or government departments; and,
    - Canonical reporting requirements.
  
  - **Indicator 10.2.1** The policies and procedures relevant to safeguarding are readily available and accessible to all personnel.
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