National Catholic Safeguarding Standards

CPSL
CATHOLIC PROFESSIONAL STANDARDS

Safeguarding is everyone's responsibility

EDITION ONE 2019

Catholic Professional Standards Ltd acknowledges the lifelong trauma of abuse victims, survivors and their families, the failure of the Catholic Church to protect, believe and respond justly to children and vulnerable adults, and the consequent breaches of community trust.

Catholic Professional Standards Ltd is committed to fostering a culture of safety and care for children and vulnerable adults.

This is the first edition of the National Catholic Safeguarding Standards produced by Catholic Professional Standards Ltd.

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Available at www.cpsltd.org.au

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Catholic Professional Standards Ltd respectfully acknowledges all Traditional Owners of the land and waters of Australia. We pay respect to their Elders, past and present, and young leaders of today and the future.

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MESSAGE FROM THE CHAIR

The Catholic Church leadership established CPSL in response to issues emerging from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Under its Constitution Catholic Professional Standards Ltd is required to establish national standards for the protection of children, to assist Church entities in implementing the standards, to audit compliance and to publicly report the results.

This is a unique development in the Catholic Church in Australia and internationally. While much good work has been done by Church authorities in response to the Royal Commission's revelations and findings, the need for a clear and consistent set of national Standards is an obvious and pressing one.

In early 2018 CPSL developed draft Standards, then set out to test and refine the draft by engaging with Church authorities and survivors, their families and representatives in a broad consultation process.

The draft Standards were also carefully checked against state legislation, the Royal Commission's recommendations, draft national standards being considered by the federal and state governments, and overseas experience. The National Catholic Safeguarding Standards, which are the result of nearly 18 months' work, represent best child safeguarding practice for Church Authorities to apply in parishes, schools, welfare services and other services and activities.

The Standards sometimes exceed current regulatory and legislative requirements and sometimes fill gaps in areas where there is currently no regulation. While they are the result of a rigorous drafting process improvement is always possible.

After a period of operation, the Standards will be reviewed in light of experience and, if necessary, changes will be made.

By establishing CPSL and giving it responsibility for implementing and auditing national standards, the Australian Catholic Bishops' Conference and Catholic Religious Australia have acknowledged past failures in leadership and made a commitment to the creation of a Church culture within which children are as safe as they can possibly be.

Adoption of the Standards and the associated audit process will be a practical demonstration of the strength of that commitment for all Church authorities – bishops, religious leaders, and trustees.

The Hon. Geoffrey Giudice AO
Board Chair

> ***" Families need to know that the Church is making every effort to protect their children. They should also know that they have every right to turn to the Church with full confidence, for it is a safe and secure home. "***
>
> A letter from His Holiness Pope Francis to Presidents of National Bishops' Conferences and Superiors of Religious Orders across the world, 2 February 2015.

NATIONAL CATHOLIC SAFEGUARDING STANDARDS

What are the Standards?

The National Catholic Safeguarding Standards are designed to be implemented by all Catholic entities, ministries and organisations across Australia.

They constitute a framework which articulates requirements for Catholic entities to promote the safety of children through the implementation of policies and activities to prevent, respond to and report concerns regarding child abuse.

They are designed to drive cultural and behavioural change and promote accountability and transparency of Catholic Church leaders and their ministries and entities.

The standards require that Catholic entities, ministries and organisations have:

1. strategies to embed an organisational culture of safeguarding, through effective leadership and governance;
2. strategies to ensure children are informed about their rights, participate in decisions affecting them and are taken seriously;
3. strategies to ensure families, carers and communities are informed and involved in promoting child safeguarding;
4. strategies to ensure equity is upheld and diverse needs of children are respected;
5. recruitment, screening, supervision, support and other human resource practices which reduce the risk of child abuse and ensure people working with children are suitable and supported to implement child safeguarding values in practice;
6. processes for raising concerns and complaints which are responsive, accessible and used by children, families, carers and communities;
7. training and education which equips personnel with knowledge, skills and awareness to keep children safe;
8. strategies to identify and reduce or remove risks in both physical and online environments;
9. processes for regularly reviewing and improving safeguarding systems and practices; and
10. policies and procedures which underpin and articulate safeguarding across the entity.

The 10 National Catholic Safeguarding Standards are taken directly from the Royal Commission into Institutional Responses to Child Sexual Abuse's final report, Volume 6.

The ten Standards work together and ensure each entity, ministry and organisation across the Catholic Church place child safety at the core of how they plan, think and act.

Criteria

Each of the 10 Standards are then broken down into criteria. The criteria articulate critical elements within a ministry or entity that contribute to realisation of the related Standard.

The majority of the criteria in the National Catholic Safeguarding Standards are taken from the National Principles for Child Safe Organisations.

Of a total of 49 criteria, 42 are taken directly from the National Principles for Child Safe Organisations.

Seven additional criteria have been developed in response to specific recommendations from the Royal Commission and from consultations across the Catholic Church.

> ***" I am now convinced that the notion of institutions building a community of commitment, knowledge & conversation at all levels is the only way to create & sustain safe institutions "***
> Commissioner Robert Fitzgerald
> Royal Commission into Institutional Responses to Child Sexual Abuse.

Indicators

Each criterion is further broken down into a number of indicators which provide more detail of actions required to demonstrate implementation of the criterion and the Standard.

There are a total of 111 indicators supporting the criteria.

The indicators have been specifically developed by Catholic Professional Standards Ltd (CPSL) and serve two purposes. Firstly, they function to contextualise the criteria for practical application in a Catholic setting. Secondly, they are expressed in such a way that they can be assessed and measured when entities are being externally audited for their compliance with the Standards.

NATIONAL CATHOLIC SAFEGUARDING STANDARDS

Safeguarding is everyone's responsibility

All children have the right to be safe all the time.

Every individual engaged with any ministry or activity of the Catholic Church has a responsibility to do their part to keep children safe.

Every Catholic entity, ministry and organisation needs to take deliberate steps to protect children from physical, sexual, emotional and psychological abuse. Culture and policies are important enablers of child safety, and they need to both expect and support action. Responsibility for taking action to prevent child abuse and to raise concerns must be understood and accepted by everyone.

Building a child safe organisation

Catholic entities, ministries and organisations vary enormously in size, structure, governance, resources and the types of interactions between personnel and children.

The work involved in building and maintaining a safe Church is never completed. It requires a dynamic, multi-pronged and ongoing process of learning, acting, monitoring and reviewing.

It is critical to realise that the 10 Standards are inter-related and inter-dependent. Over-reliance on any one component prevents an entity or ministry from building a robust child safe environment and may result in weaknesses that could be exploited.

All Catholic entities in Australia

It is intended that all Catholic entities in Australia implement and comply with the National Catholic Safeguarding Standards and enter into formal arrangements with CPSL to submit themselves to the audit and reporting processes established by CPSL.

These National Catholic Safeguarding Standards have been approved by the Australian Catholic Bishops Conference and Catholic Religious Australia and then adopted under the terms of the Constitution of Catholic Professional Standards Ltd.

CPSL Audit Program

Individual Church Authorities enter into a service agreement with CPSL to participate in the CPSL Audit Program. Entities wishing to enter into a Service Agreement should contact CPSL to discuss.

A listing of Church Authorities who have entered into a CPSL Service Agreement can be found on the CPSL website.

Once a service agreement is executed, a Church Authority and all related entities will be deemed to be participating in the CPSL Audit Program.

The CPSL Audit Program is a three-year cycle of external compliance audit and annual exception and maintenance reporting.

Audit reports resulting from the external audit will be made publicly available by CPSL.

For more information, visit the Safe Church - Audit Framework area of the CPSL website.

> ***"After many decades of silent suffering, we found people who not only listened to us, showed belief, compassion and then acted to change how politicians, churches, charities and the community handle child sexual abuse in the future. Now, every Australian can work towards ending child sexual abuse in our great nation."***
> Survivor, ***Message to Australia,*** Royal Commission into Institutional Responses to Child Sexual Abuse

APPLYING THE STANDARDS

Support materials

CPSL is committed to supporting entities to foster a culture of safety and care for children within the Catholic Church. The CPSL website provides access to a range of support materials, including:

- CPSL Implementation Guides;
- CPSL Tools;
- good practice;
- resources; and
- legislation and statutory requirements.

The progressive rollout of support materials will respond to emerging needs, share new practice and disseminate research findings.

Please email resources@cpsltd.org.au if you would like to discuss or share examples of good practice, resources or research.

For more information, visit the Safe Church - Support Materials area of the CPSL website.

Education and training

The CPSL Learning & Development Strategy outlines the training and support to be provided over the next three years. It is a targeted approach to support Church leaders through training, guidance and resources in safeguarding that meet the needs of a diverse number of Church entities. We will provide support and advice through training and professional development about safeguarding children to all Church entities.

We have identified eight core child safeguarding capabilities to assist Church personnel in the effective implementation of the Standards.

1. Understand that leadership and culture are integral to keeping children safe.
2. Understand the rights and dignity of children.
3. Understand the nature and impact of abuse and risk factors.
4. Apply strategies that place emphasis on genuine engagement with children, carers, families and communities.
5. Develop policies and procedures that embed safeguarding practice.
6. Implement effective strategies that identify, assess and minimise risk of child abuse in Church entities.
7. respond in a timely manner to any concerns, disclosures, allegations of child abuse.
8. monitor and review performance to identify opportunities for improvement in safeguarding.

If you have a specific request for training that you feel the strategy doesn't include, please contact CPSL's Learning & Development Manager.

Training will be advertised regularly and booked online via the CPSL website.

For more information, visit the Safe Church - Training and Events area of the CPSL website.

Implementation and review

The Standards apply to all Catholic entities from May 2019 and will remain in force until December 2021.

CPSL welcomes feedback from any interested individuals, groups and organisations regarding the structure, content, applicability and functionality of the Standards.

Feedback can be lodged with CPSL via email feedback@cpsltd.org.au or by visiting the Safe Church - Have Your Say area of the CPSL website.

A formal review of this edition of the Standards will be conducted in 2021.

Glossary

A comprehensive glossary applying to terminology used within the National Catholic Safeguarding Standards is provided at the end of the Standards. Terms explained in the glossary are coloured teal throughout the text to assist navigating to the glossary.

> ***"One of the greatest risk factors for the harm or abuse of children is the lack of awareness about it among an organisation's staff and volunteers."***
> Royal Commission into Institutional Responses to Child Sexual Abuse

APPLYING THE STANDARDS

Categorisation for entities

The National Catholic Safeguarding Standards are to be applied to all Catholic entities, ministries and organisations.

Catholic entities, ministries and organisations vary, not only in terms of their structures and governance, but also their level of engagement with and focus on ministry with children. In recognition of this variance across entities, CPSL has developed a three-tiered categorisation approach to the application of the Standards.

The categorisation applies at the Church Authority level, not at an individual ministry or activity level.

Category One - Working with Children

All Criteria and Indicators Apply

The Church Authority has governance responsibilities for activities and/or ministries that work with children

Work with children means being engaged in activities and/or ministries with children where contact would be reasonably expected as a normal part of the activity and/or ministry and the contact is not incidental to the activity. “Work” includes an activity and/or ministry undertaken by all types of Church personnel - clergy, seminarians, deacons, candidates for religious life, religious, employees, volunteers, contractors and unpaid workers. This category includes, but is not limited to, activities such as children’s liturgy; education activities for children including playgroups, parent support groups, pre-school programs, primary and secondary schools; recreational activities including children’s clubs, camps or sporting activities involving children; youth ministry and volunteers under 18 years of age assisting with activities or events.

Category Two - Contact with Children

Orange and **Purple** Criteria and Indicators Apply

The Church Authority has governance responsibilities for activities and/or ministries that involve contact with children

Contact with children means being engaged in activities and/or ministries that involve, or may involve, contact with children which would be described as incidental to the activity. “Incidental” includes where contact with children is not core to the activity. This category includes but is not limited to activities such as home visiting where the purpose of the visit is to engage with adults but children may be present; providing adult-focused services and/or activities where parents may bring their children on occasions and advocacy campaigns where images of children are used.

Category Two may also apply where Church Authority A has formal arrangements in place with Church Authority B for the governance, management and oversight of Church Authority A's work with children. For example, where a small religious institute (Church Authority A) does not have an Australian-based major superior and has a formal arrangement with an Australian bishop (Church Authority B) to work with children in a specific location within his diocese - the formal arrangement needs to specify that the members of that religious institute are, for the purposes of child safeguarding, considered as personnel of the diocese and as such must comply with all requirements of the diocese which reflect the criteria and indicators of Category One. The religious institute must separately demonstrate its compliance with the criteria and indicators of Category Two.

Category Two also applies where a Church Authority has no governance responsibility nor engagement in activities and/or ministries that work or have contact with children, but do have either a history of complaints and/or claims made against them for historical child sexual abuse or they are currently managing complaints and/or claims of historical sexual abuse.

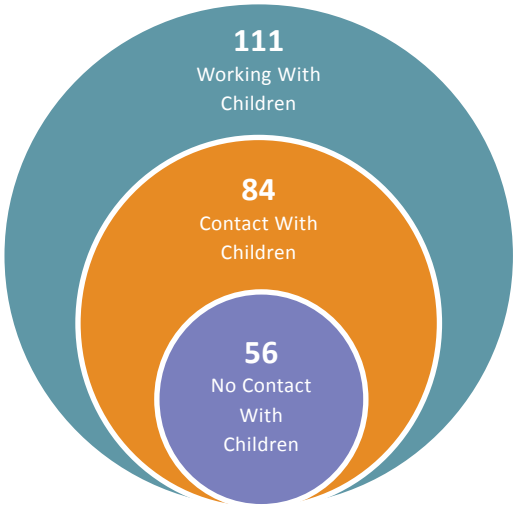
APPLYING THE STANDARDS

Category Three - No Contact with Children

Purple Criteria and Indicators Apply

The Church Authority has no governance responsibility nor engagement in activities and/or ministries that work or have contact with children

The Church Authority and related entities do not engage in activities and/or ministries that involve either work or contact with children.



CATEGORY ONE WORKING WITH CHILDREN	*CATEGORY TWO CONTACT WITH CHILDREN*	*CATEGORY THREE NO CONTACT WITH CHILDREN*
10 Standards;	7 Standards;	7 Standards;
49 Criteria;	33 Criteria;	29 Criteria;
111 Indicators	84 Indicators	56 Indicators

STANDARD 1

Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

Criterion 1.1

Category: 1 2 3

The entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse. ● ● ●

Indicators

1.1.1 The entity has a Child Safeguarding Policy that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available. ● ●

1.1.2 The entity publishes a Child Safeguarding Commitment Statement which is openly displayed and publicly available. ● ● ●

Criterion 1.2

A child safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up. ● ●

Indicators

1.2.1 The Church Authority and leaders of the entity create and maintain an entity's culture of safeguarding by: ● ●

- promoting child safeguarding regularly;
- emphasising that child safeguarding is everyone's responsibility; and
- actively monitoring safeguarding compliance and risk management.

1.2.2 The entity appoints a Safeguarding Committee at the highest level of leadership to oversee the effective ongoing implementation of child safeguarding practices, including the Child Safeguarding Policy and related procedures and practices. ●

1.2.3 The entity appoints and promotes the role of Safeguarding Co-ordinator(s), with clearly defined responsibilities for safeguarding children at diocesan, religious institute or ministerial PJP level. ●

1.2.4 Personnel understand that child safeguarding is everyone's responsibility and are empowered to provide input on child safeguarding practices. ● ●

Criterion 1.3

Governance arrangements facilitate implementation of a Child Safeguarding Policy across the entity's activities. ● ●

Indicators

1.3.1 Governance arrangements are transparent and include safeguarding roles and responsibilities to ensure accountability for child safeguarding is clear. ● ●

1.3.2 Where the Church Authority's governance includes countries other than Australia, the entity must apply these Standards taking into account relevant international declarations and local legislation. ● ●

STANDARD 1

Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

	Category 1	2	3
Criterion 1.4			
A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities.	●	●	●
Indicators			
1.4.1 The Code of Conduct explicitly and equally applies to all personnel and provides guidance on appropriate and expected standards of behaviour of personnel towards children.	●	●	●
1.4.2 The Code of Conduct is written in accessible language and communicated to personnel, children, families and carers.	●	●	●
1.4.3 The Code of Conduct takes into account the needs of all children, paying particular attention to Aboriginal and Torres Strait Islander children, children with disability, children from culturally and linguistically diverse backgrounds, and children with particular vulnerabilities, for example, children who can't live at home.	●	●	●
Criterion 1.5			
The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children.	●	●	●
Indicators			
1.5.1 The entity has a clearly documented child safeguarding risk management plan, as part of its overall risk management strategy, which considers actual and potential risks relating to children.	●	●	●
1.5.2 The entity has appropriate risk management processes in place to assess, evaluate, review and oversee the safeguarding of children participating in, or receiving, ministries off-shore, including cultural immersions, pilgrimages, solidarity campaigns and world youth days.	●	●	
1.5.3 Leaders of the entity manage child safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks.	●	●	●

STANDARD 1

Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture

Criterion 1.6

Category		
1	2	3

Personnel understand their obligations on information sharing and record keeping.

Indicators

1.6.1 The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel.

1.6.2 The entity's information sharing and record keeping policies and procedures relating to all aspects of child safeguarding, including incidents and complaints, apply the following requirements:

- complete and accurate records are created and maintained for all incidents, complaints, responses and decisions;
- records are created at the time of, or as soon as practicable following, an incident, complaint, response or decision;
- records are titled, organised and filed logically;
- a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;
- records are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years [refer to Indicator 6.1.7], whichever is higher;
- information and/or records are treated as confidential and records are appropriately secured;
- sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and
- individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.

"Policies should clarify rules and expectations about staff behaviour with children. Give examples of behaviours that ought to trigger concerns, provide rules or guidelines about how to report concerns and explain how an organisation will respond to these concerns."

Royal Commission into Institutional Responses to Child Sexual Abuse

STANDARD 2

Children are safe, informed and participate

Children are informed about their rights, participate in decisions affecting them and are taken seriously

	Category		
	1	2	3

Criterion 2.1

Children are informed about their rights, including safety, information and participation. ●

Indicators

2.1.1 The entity has age-appropriate strategies to proactively: ●
- engage with children;
- seek children's views;
- consult children about decisions that affect them; and
- consult children about what makes them feel safe and how this can be recognised and implemented by the entity.

2.1.2 The entity ensures children are made aware of their rights, including their right to be safe from abuse, and are informed whom to contact if they have concerns about their safety or the safety of their peers. ●

Criterion 2.2

The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated. ●

Indicator

2.2.1 The entity provides children with age-appropriate information about safe and respectful peer relationships, including through social media. ●

Criterion 2.3

Where relevant to the setting or context, children and families may be offered access to abuse prevention programs and related information that is age appropriate. ●

Indicator

2.3.1 Where relevant, the entity provides children and families with information, access and/or referral to abuse prevention programs, appropriate to the child's age, development, ability and level of understanding. ●

Criterion 2.4

Personnel are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns. ●

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. ●

STANDARD 3

Partnering with families, carers and communities

Families, carers and communities are informed and involved in promoting child safeguarding

Criterion 3.1

Category: 1 | 2 | 3

Families and carers participate in decisions affecting their child. ●

Indicator

3.1.1 The entity supports and encourages families and carers to take an active role in monitoring children's safety when participating in activities. ●

Criterion 3.2

The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible. ●

Indicators

3.2.1 The entity promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its child safeguarding approach. ●

3.2.2 The entity provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Committee [refer to Indicator 1.2.2] and/or Safeguarding Co-ordinator(s) [refer to Indicator 1.2.3]. ●

Criterion 3.3

Families, carers and communities have a say in the entity's policies and practices. ●

Indicator

3.3.1 Processes are in place to engage families, carers and communities about their views on policies and practices for keeping children safe. ●

Criterion 3.4

Families, carers and communities are informed about the entity's operations and governance. ●

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. ●

STANDARD 3

Partnering with families, carers and communities

Families, carers and communities are informed and involved in promoting child safeguarding

Criterion 3.5

Category		
1	2	3

The entity takes a leadership role in raising community awareness of the dignity and rights of all children.

Indicator

3.5.1 Appropriate to the context or setting, the entity actively promotes and/or participates in civic engagement activities and/or campaigns which promote whole of community awareness of children's rights and child abuse prevention.

STANDARD 4

Equity is promoted and diversity is respected

Equity is upheld and diverse needs respected in policy and practice

Criterion 4.1

Category		
1	2	3

The entity actively anticipates children's diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable. ●

Indicators

4.1.1 The entity's Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse. ●

4.1.2 The entity's Complaints Handling Policy [refer to Criterion 6.1] and practices demonstrate an understanding of barriers that prevent children from disclosing abuse and barriers for adults recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure. ●

Criterion 4.2

All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand. ●

Indicator

4.2.1 The entity produces child friendly material in accessible language and formats that promotes inclusion and informs all children of the support and complaints processes available to them. ●

Criterion 4.3

The entity pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and children of diverse sexuality. ●

Indicator

4.3.1 The entity's Child Safeguarding Policy [refer to Indicator 1.1.1] and practices reflect attitudes and behaviours that respect the human rights of all children and are inclusive and responsive to diverse needs. ●

STANDARD 5

Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice

Criterion 5.1

Category: 1 ● 2 ●

Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises child safeguarding.

Indicators

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. ● ●

5.1.2 The entity documents its child safeguarding approach in recruitment and screening procedures and processes. ● ●

5.1.3 Positions are assessed for the expected level of contact with children and appropriate child safeguarding recruitment procedures are implemented. ● ●

5.1.4 Position descriptions, selection criteria, referee checks and interview questions articulate: ● ●
- that children are valued and respected;
- the commitment of the entity to child safeguarding; and
- where appropriate to the role [refer Indicator 5.1.3], an understanding of children's developmental needs and culturally safe practices.

Criterion 5.2

Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks. ● ● ●

Indicators

5.2.1 The entity has a policy which is implemented that ensures: ● ● ●
- personnel have a current working with children check as required by legislation prior to working with children; and
- where a working with children check is not required by legislation, other background checks for personnel are conducted prior to working with children.

5.2.2 The entity keeps records and monitors the status of working with children checks and/or background checks for all personnel. ● ● ●

> ***"Criminal background checks are of limited effectiveness unless accompanied by other child safe recruitment practices."***
>
> Royal Commission into Institutional Responses to Child Sexual Abuse

STANDARD 5

Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice

Criterion 5.3

Personnel receive an appropriate induction and are aware of their child safeguarding responsibilities, including reporting obligations.

Indicators

5.3.1 All personnel participate in a safeguarding induction program, which occurs as soon as possible after commencement.

5.3.2 All Church Authorities (along with members of their leadership team) who are signatories to the Catholic Professional Standards Ltd Service Agreement participate in the ***National Catholic Safeguarding Standards Introductory Session for Leaders*** within four months of commencement.

Criterion 5.4

Ongoing supervision and people management is focused on child safeguarding.

Indicators

5.4.1 Support, mentoring, oversight and professional supervision processes for personnel include child safeguarding [refer to Indicator 5.5.3].

5.4.2 Annual performance reviews for personnel include child safeguarding responsibilities relevant to their role [refer to Indicator 5.5.4].

Category		
1	2	3
●	●	●
●	●	
●	●	●
●		
●		
●		

STANDARD 5

Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice

NOTE: Criteria 5.5 - 5.8 apply to Church Authorities and related entities with seminarians, clergy and those in formation with, or members of, religious institutes.

Criterion 5.5

	Category 1	Category 2	Category 3
Robust processes exist for screening candidates before and during seminary and religious formation. Robust processes are implemented for ongoing formation, support and supervision of clergy and religious.	●	●	●

Indicators

5.5.1	The Church Authority draws upon broad-ranging professional advice in its decision-making relating to candidates for seminary/formation programs and ordination/profession of vows. This includes a positive duty to disclose to other Church Authorities where an applicant or candidate for seminary/formation programs does not continue through to ordination/profession of vows.	●	●	●
5.5.2	Seminary and initial formation programs have robust screening processes for candidates, including external psychological and psychosexual assessments.	●	●	●
5.5.3	The entity promotes as normative the participation of all bishops, leaders of religious institutes, clergy and religious in active ministry, in no less than 6 hours of professional/pastoral supervision per year [refer to Indicator 5.4.1].	●	●	
5.5.4	The entity promotes as normative, all clergy and religious in active ministry, for the sake of proper accountability, are offered and access both ongoing professional development and annual performance appraisals [refer to Indicator 5.4.2].	●	●	
5.5.5	All newly ordained clergy and newly professed religious are supported with a suitable mentor for at least five years post ordination or final profession.	●	●	●

Criterion 5.6

Seminary and formation programs for clergy and religious have curriculum to build the knowledge and skills of candidates to understand and lead child safeguarding initiatives.	●	●	●

Indicators

5.6.1	Seminary and initial formation programs have appropriate curriculum throughout the formation program which builds candidates' knowledge and skills in a range of areas to support child safeguarding.	●	●	●
5.6.2	Seminary and initial formation programs ensure promotion of pastoral responses to victims/survivors of sexual abuse.	●	●	●
5.6.3	Seminary and initial formation programs are delivered in such a way as to prevent the development and/or reinforcement of clericalist attitudes and behaviours.	●	●	●

STANDARD 5

Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice

	Category 1	2	3
Criterion 5.7			
Credentialing and movement of seminarians, clergy and religious is appropriately managed.	●	●	●
Indicator			
5.7.1 The entity implements a system to assess the safeguarding credentials and manage the movement of all seminarians, clergy and religious moving between different seminaries, formation programs and Church jurisdictions.	●	●	●
Criterion 5.8			
Entities which receive overseas clergy and religious for work in ministry have targeted programs for the screening, induction, professional supervision and development of these individuals.	●	●	●
Indicators			
5.8.1 Selection and screening procedures for overseas clergy and religious are targeted, thorough and follow, as far as practicable, the same processes as for Australian personnel. This includes the Australian Church Authority obtaining screening information from the international Church Authority.	●	●	●
5.8.2 All overseas clergy and religious participate in a safeguarding induction program, documented by the entity, before work with children begins.	●	●	
5.8.3 Overseas clergy and religious are supported with a suitable mentor for at least the first two years of their time in Australia.	●	●	●
5.8.4 The entity promotes as normative the participation of all overseas clergy and religious in active ministry in no less than 6 hours of professional/pastoral supervision per year [refer to Indicators 5.4.1 and 5.5.3].	●	●	

"Adults paying attention when a child or young person raised a concern or worry was the most influential characteristic in determining how safe children felt within an organisation."

Our Safety Counts, A report for the Royal Commission into Institutional Responses to Child Sexual Abuse

STANDARD 6

Effective complaints management

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel

Criterion 6.1

	Category 1	2	3
The entity has an effective Complaints Handling Policy and procedures which clearly outline the roles and responsibilities, approaches to dealing with different types of complaints, reporting obligations and record keeping requirements.	●	●	●

Indicators

6.1.1	The entity's policies, procedures and practices ensure that all mandatory reporting obligations are met.	●	●	●
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.	●	●	●
6.1.3	There are clear procedures for identifying and mitigating actual and perceived conflicts of interest in complaint management.	●	●	●
6.1.4	The entity works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.	●	●	●
6.1.5	Key roles and responsibilities in relation to handling complaints are articulated within the Complaints Handling Policy and procedures.	●	●	●
6.1.6	The Complaints Handling Policy and procedures differentiate, where appropriate, between a child victim and an adult bringing forward a complaint of abuse suffered as a child.	●	●	●
6.1.7	A process is in place to record all child abuse complaints, incidents, allegations, disclosures, concerns and referrals. The system must be secure so that confidential information is stored, protected and retained for 50 years [refer to Indicator 1.6.2].	●	●	●

Criterion 6.2

The entity has a child-focused complaints handling system that is understood by children, families, carers and personnel.		●	●	●

Indicators

6.2.1	The complaints handling system prioritises the safety and well-being of children.	●	●	●
6.2.2	The Complaints Handling Policy and procedures are made publicly available in a variety of formats, including age and developmentally appropriate for children, enabling complaints processes to be easily understood.	●	●	

STANDARD 6

Effective complaints management

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel

Criterion 6.3

Category: 1 | 2 | 3

Complaints are taken seriously, and responded to promptly and thoroughly.

Indicators

6.3.1 The Complaints Handling Policy requires that, upon receiving a complaint of child abuse, an initial risk assessment is conducted to identify and minimise any risk to children. Ongoing risk assessments are conducted throughout all investigation processes.

6.3.2 The Complaints Handling Policy requires that at the completion of the initial risk assessment, where a complaint of child sexual abuse is plausible, and there is a risk that the person may come into contact with children, the person be stood down from their role and/or ministry while the complaint is investigated.

6.3.3 The Complaints Handling Policy is aligned, and operates in conjunction, with the entity's documented disciplinary and grievance policies and processes, in such a way that at the completion of the initial risk assessment, a breach or breaches of the Code of Conduct [refer to Criterion 1.4] in relation to inappropriate behaviour towards a child are effectively investigated and managed, and include provisions for personnel to be redeployed, stood down and/or dismissed [having due regard for Indicator 6.5.1].

6.3.4 Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint.

6.3.5 Support and care are provided to a child who has experienced or is alleging abuse, and other affected parties.

6.3.6 Appropriate confidentiality is maintained with due regard for the Australian Privacy Principles and relevant legislation in relation to information sharing in the context of child safeguarding [refer to Indicator 1.6.2].

6.3.7 There are documented policies and processes implemented that empower and support personnel to raise, in good faith, concerns and allegations about unacceptable behaviour towards children by other personnel.

NOTE: Indicators 6.3.8 and 6.3.9 apply to Church Authorities and related entities with seminarians, clergy and those in formation with, or members of, religious institutes.

6.3.8 Where a complaint related to child sexual abuse against a seminarian, clergy or religious is substantiated on the balance of probabilities, with due respect to the rights of individuals, the Church Authority should remove that individual from ministry.

6.3.9 Where a seminarian, clergy or religious is convicted of an offence relating to child sexual abuse, that individual should be permanently removed from ministry. The Church Authority must take practicable steps to prohibit that individual from holding themselves out as being a person with religious authority and should present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.

STANDARD 6

Effective complaints management

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, families, carers, communities and personnel

	Category 1	Category 2	Category 3
Criterion 6.4			
The entity has policies and procedures in place that address reporting of concerns and complaints to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.	●	●	●
Indicator			
6.4.1 The Complaints Handling Policy requires that: • concerns and complaints of child abuse occurring within the entity be reported to the appropriate statutory authority/ies, regardless of whether the reporting is mandated; and • personnel cooperate with law enforcement procedures and directives.	●	●	●
Criterion 6.5			
Reporting, privacy and employment law obligations are met.	●	●	●
Indicator			
6.5.1 The Complaints Handling Policy requires that all relevant reporting, privacy and employment law obligations are met.	●	●	●
Criterion 6.6			
The Church Authority ensures mechanisms are in place to care for adult complainants.	●	●	
Indicators			
6.6.1 The entity offers appropriate pastoral care to adult complainants, which recognises their unique needs. This includes an offer from the Church Authority to meet the complainant in person.	●	●	
6.6.2 The Church Authority facilitates adult complaints' access to appropriately trained personnel whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant.	●	●	
Criterion 6.7			
The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations.	●	●	
Indicators			
6.7.1 The Church Authority has access to appropriately trained personnel - lay, religious or clergy - whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.	●	●	
6.7.2 The Church Authority has suitable arrangements in place for the monitoring and support of a respondent, where there is a plausible complaint, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.	●	●	

STANDARD 7

Ongoing education and training

Personnel are equipped with knowledge, skills and awareness to keep children safe through information, ongoing education and training

Criterion 7.1

Category: 1 2 3

Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures. ● ● ●

Indicators

7.1.1 The entity provides regular opportunities to educate and train personnel on child safeguarding policies and procedures, as a minimum through: ● ● ●
- induction [Refer to Indicators 5.3.1 and 5.8.2]; and
- refresher safeguarding training (at least every three years).

7.1.2 The entity's induction and refresher safeguarding training must as a minimum cover: ● ● ●
- Code of Conduct [refer to Indicator 1.1.1];
- safeguarding risk management [refer to Criterion 1.5];
- Child Safeguarding Policy and procedures [refer to Indicator 1.1.1];
- Complaints Handling Policy and procedures [refer to Standard 6];
- reporting obligations [refer to Standard 6]; and
- e-safety training [refer to Standard 8].

7.1.3 The entity keeps records of participation to ensure all personnel attend induction and refresher safeguarding training. ● ● ●

7.1.4 The entity ensures that personnel who have specific child safeguarding responsibilities, such as those appointed to the role of safeguarding co-ordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role. ● ●

Criterion 7.2

Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child. ●

Indicator

7.2.1 The entity provides regular training to relevant personnel which equips them with the 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.

STANDARD 7

Ongoing education and training

Personnel are equipped with knowledge, skills and awareness to keep children safe through information, ongoing education and training

Criterion 7.3

Category: 1 ● 2 ● 3

Personnel receive training and information to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse.

Indicators

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 [refer to Indicator 4.1.2].

7.3.2 The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures [refer to Indicator 1.6.2].

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.

Criterion 7.4

Personnel receive training and information on how to build culturally safe environments for children.

Indicator

7.4.1 The entity provides cultural safety training to equip relevant personnel to create culturally safe environments for Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

> ***"To all adults living in Australia. We have a deep responsibility and duty of care to believe and protect our children. We must do all that it takes to ensure that all children can grow up and develop in a safe and positive environment. Education is key to sexual abuse being a serious tragedy of the past."***
>
> Survivor, ***Message to Australia,*** Royal Commission into Institutional Responses to Child Sexual Abuse

STANDARD 8

Safe physical and online environments

Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children to be harmed

	Category 1	2	3
Criterion 8.1			
Personnel identify and mitigate risks in online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.	●		
Indicators			
8.1.1 The entity's safeguarding risk management plan [refer to Indicator 1.5.1] addresses physical and online risks including risks arising from child-to-child and adult-to-child interactions, and the nature of physical spaces.	●		
8.1.2 The entity's policies require the use of safe online applications for children to learn, communicate and seek help.	●		
8.1.3 Personnel are proactive in identifying and mitigating physical and online risks to children.	●		
8.1.4 A policy is documented and implemented that ensures where one-to-one interactions between an adult and a child take place, these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. This includes ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring. Where the sacrament of reconciliation is celebrated using the first form of the Rite of Penance, that is, the Rite for Reconciliation of Individual Penitents, the policy may provide for this to occur in a chapel or other space within a church that is set apart for this purpose, so long as any physical contact between the penitent and the cleric is precluded.	●		
Criterion 8.2			
The online environment is used in accordance with the entity's Code of Conduct and safeguarding policies and procedures.	●	●	●
Indicators			
8.2.1 Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols.	●	●	●
8.2.2 The entity routinely monitors the online environment, reporting and responding to breaches of its Code of Conduct or safeguarding policies in accordance with the entity's disciplinary, complaints handling or other relevant process [refer to Indicator 6.3.3].	●	●	●

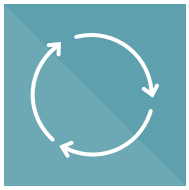
STANDARD 8

Safe physical and online environments

Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children to be harmed

	Category		
	1	2	3
Criterion 8.3			
Risk management plans [refer to Indicator 1.5.1] consider risks posed by the entity's settings, activities and physical environments.	●	●	●
Indicators			
8.3.1 The entity assesses and mitigates safeguarding risks in the physical environments under its control and/or management, including buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers.	●	●	●
8.3.2 Where an entity becomes aware that a person (other than personnel of that entity) attending any of its services or activities (including sacramental and liturgical celebrations) is the subject of a substantiated complaint of child abuse, or has been convicted of an offence relating to child sexual abuse, the entity has in place and implements a process for assessing and managing the risks posed to children by the person's ongoing involvement in the service or activity.	●	●	
Criterion 8.4			
Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children.	●	●	●
Indicators			
8.4.1 The entity considers the risks posed to children arising from any third parties engaged by the entity and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place.	●	●	●
8.4.2 The entity has conducted sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place.	●	●	●

STANDARD 9



Continuous improvement

Entities regularly review and improve implementation of their systems for keeping children safe

Criterion 9.1

	Category 1	Category 2	Category 3
The entity regularly reviews and improves child safeguarding practices.	●	●	

Indicators

9.1.1	The entity has a clearly documented Safeguarding Implementation Plan which outlines the monitoring and continual improvement of child safeguarding practices. The Safeguarding Implementation Plan is regularly reviewed, progress is tracked and actions/strategies updated.	●	●	
9.1.2	The Church Authority monitors compliance with the National Catholic Safeguarding Standards during systematic visits to parishes, ministries and/or congregational works.	●		
9.1.3	The Safeguarding Committee [refer to Indicator 1.2.2] co-ordinates annual self-audits at a local level (parishes, ministries and/or congregational works).	●		
9.1.4	The entity's Child Safeguarding Policy is subject to regular review - at least every three years.	●	●	

Criterion 9.2

The entity analyses concerns and complaints to identify causes and systematic failures to inform continuous improvement.	●	●	●

Indicators

9.2.1	Processes are in place to analyse individual incidents or complaints relating to child safeguarding practices and/or failures.	●	●	●
9.2.2	Processes are in place to identify and analyse systemic issues and/or patterns relating to child safeguarding practices and/or failures, and drive continuous improvement.	●	●	●

Criterion 9.3

The Church Authority reports on the findings of relevant reviews to personnel, children, families, carers and community.	●	●	●

Indicators

9.3.1	The Church Authority promotes to all its stakeholders any audit reports relating to the Church Authority, and related entities, published by Catholic Professional Standards Ltd.	●	●	●
9.3.2	The Church Authority reports on findings of relevant reviews of safeguarding policies, procedures and practices to its stakeholders.	●	●	

STANDARD 10

Policies and procedures support child safety

Policies and procedures document how the entity is safe for children

	Category 1	2	3
Criterion 10.1			
Policies and procedures address the National Catholic Safeguarding Standards.	●	●	●
Indicator			
10.1.1 All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities.	●	●	●
Criterion 10.2			
Policies and procedures are accessible and easy to understand.	●	●	●
Indicator			
10.2.1 The entity's policies and procedures relevant to safeguarding [refer to Indicator 10.1.1] are readily available and accessible to all personnel.	●	●	●
Criterion 10.3			
Best practice policy models and stakeholder consultation inform the development and review of policies and procedures.	●	●	●
Indicators			
10.3.1 The entity has processes in place to monitor adherence to policies and procedures relevant to safeguarding.	●	●	●
10.3.2 The entity has processes in place to develop and review its policies and procedures relevant to safeguarding. These processes include consulting with and incorporating advice from experts, children, families, carers and communities.	●	●	●
Criterion 10.4			
The Church Authority and leaders champion and model compliance with policies and procedures.	●	●	●
Indicator			
10.4.1 The Church Authority and leaders promote and enact all policies and procedures relevant to safeguarding.	●	●	●
Criterion 10.5			
Personnel understand and implement the policies and procedures.	●	●	●
Indicator			
10.5.1 The entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures.	●	●	●

GLOSSARY

The definitions in this section take into account Australian state, territory and federal laws and relevant regulations, canon law, information from the Holy See, the Royal Commission into Institutional Responses to Child Sexual Abuse, the National Principles for Child Safe Organisations and the Glossary on Sexual Exploitation and Abuse published by the United Nations in 2017.

The glossary does not have any legal force and is meant only to serve as a reference tool for the National Catholic Safeguarding Standards. All terms and definitions are to be read in the context of these Standards alone.

Accessible language	means information is provided in multiple formats for individuals with different levels of English literacy and proficiency, modes of communication, languages and cognitive abilities.
Allegation	means a complaint, still to be verified, claiming or asserting that someone has committed an act of abuse against a child. The term is used interchangeably and in combination with "complaint".
Australian Catholic Bishops Conference	means the national episcopal conference of the Catholic bishops of Australia. It is the instrumentality used by the Australian Catholic bishops to act nationally and address issues of national significance.
Bishop	means a diocesan bishop and archbishop and the ordinary of an ordinariate in the Latin Church and an eparch in the Eastern Churches.
Canon law	means the revised Code of Canon Law promulgated by His Holiness Pope John Paul II in 1983 and the Code of Canons of the Eastern Churches as promulgated in 1990 and any other universal or particular legislation promulgated by the competent ecclesiastical authority.
Canonical Steward	means the person(s) or other entity canonically responsible for the Catholic Entity.
Catholic Religious Australia	means the public name of the Australian Conference of Leaders of Religious Institutes (ACLRI). It is the peak body for leaders of Religious Institutes and Societies of Apostolic Life resident in Australia.
Child/ren	means individuals under 18 years of age.

GLOSSARY

Child abuse

There are different legal definitions of child abuse in Australia. Most commonly, the categories of child abuse include sexual, physical, psychological, neglect, ill-treatment, exploitation and exposure to family violence.

The following provides general definitions only. For specific legal definitions related to your state or territory please go to: https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect

Child abuse, when referenced throughout the National Catholic Safeguarding Standards, includes:

- **physical abuse** refers to any non-accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking;
- **sexual abuse** refers to a person who uses power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This may take the form of taking sexually explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults;
- **neglect** refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention;
- **psychological abuse** refers to inappropriate verbal or symbolic acts and a failure to provide adequate non-physical nurture or emotional availability. Psychologically abusive behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement;
- **exposure to family violence** is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour; and
- **grooming** refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive. The process can take as little as a few days or as long as months or even years.

Child Safeguarding Commitment Statement

means a commitment statement describing an entity's commitment to keep children safe from harm. It informs the entity's culture with respect to child safeguarding.

Child safeguarding policies and procedures

means any policies or procedures of the entity that address elements of child safety. For example, but not limited to:

- recruitment;
- risk management;
- complaints handling; and
- acceptable use (information and communication technology).

GLOSSARY

Church Authority means:

A. the diocesan bishop (or archbishop, as appropriate) of a diocese or his administrator from time to time;
B. the Australian major superior in respect of religious institutes; or
C. the canonical steward in relation to a particular Catholic entity in respect of other Catholic entities not referred to in (a) or (b) above.

Civic engagement means individual and collective actions designed to identify and address issues of public concern. Civic engagement includes citizens working together to make a change or difference in the community. The goal of civic engagement is to address public concerns and promote the quality of the community.

Clergy means the body of those ordained in sacred ministry in the Church. They are either deacons, priests or bishops.

Cleric means a member of the clergy.

Clericalist/ism means an attitude toward clergy/religious characterised by an excessive deference and an assumption of their moral superiority. Pope Francis has said of clericalism that it occurs when "clerics feel they are superior, [and when] they are far from the people." He goes on to say that clericalism can be "fostered by priests themselves or by lay persons". When fostered by priests it may be demonstrated in an attitude where clerics see themselves as self-sufficient, superior to and separate from accountabilities of the world beyond the Church. When fostered by lay people it may be demonstrated by thinking that their contributions to the life of the Church are second-rate, or that in all things, surely 'Father knows best'. The features of clericalism are not restricted to the ordained (clergy and religious) nor to the Church alone. Abuse of an individual's function, role or power could be considered clericalist and could be exemplified through other attitudes such as not allowing criticism, being didactic rather than dialogical and being controlling rather than caring. It exists in hierarchical institutions such as academia, legal and medical establishments, the police and the military.

Complainant means any person who makes a complaint that may include any allegation, suspicion, concern, or report of a breach of the entity's code of conduct. It also includes disclosures made to an institution that may be about, or relate to, abuse in the entity's context.

Conflicts of interest means situations where a conflict arises between a person's official duties and their private interests, which could influence the performance of those official duties. Such conflict generally involves opposing principles or incompatible wishes or needs.

Cultural safety means an environment that is safe for people of all ethnicities and cultural identities: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.

Dicastery means departments of the Roman Curia, including the Secretariat of State, congregations, tribunals, councils and offices.

GLOSSARY

Diocese	means ecclesiastical jurisdiction under the leadership of a bishop or an archbishop. In this document it is used as an inclusive term, including eparchies, ordinariates and personal prelatures
Entity	means an entity that has been identified as Catholic by a competent authority within the Catholic Church.
Eparchy	means a term used by the Eastern Catholic Churches to denote ecclesiastical jurisdictions under the leadership of a bishop or an archbishop (also called an eparch or an archeparch).
Exposure to family violence	refer to 'child abuse'.
Formation/formation program	means a program preparing individuals for ordination or profession of vows as well as a life-long journey to the invitation of Christ to proclaim and live the Gospel message within the life of the Church.
Grooming/grooming behaviour	refer to 'child abuse'.
Institutional abuse	means, in the formal setting of an institution, child abuse could be caused by factors such as: • a "closed" culture within an organisation where transparency is discouraged; • failure to properly check the backgrounds and interview staff; • inadequate training of staff; • lack of child protection policies; • lack of support of staff by management; • poor communication skills; and/or • poor supervision of staff and children.
Lay/lay person	means members of the Catholic Church other than bishops, priests, deacons and religious.
Leaders	means personnel who are responsible for important governance decisions within a Church entity and/or who lead and coordinate Church improvement initiatives.
Leaders of Religious Institutes	means the person acting in that canonical role (by whatever name) from time to time.
Mentor	means an experienced and trusted advisor or a person who gives a younger or less experienced person help and advice over a period of time.
Ministerial PJP	means a public juridic person established by a religious institute which provides sponsorship and lay leadership for ministries of the religious institute, to ensure their continuation as works of the Catholic Church. The establishing authority for these entities is varied – some ministerial PJPs have been established by the Holy See through the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life and are known as PJPs of pontifical right, others have been authorised by diocesan or provincial bishops. Canon law defines a public juridic person (PJP) as 'an aggregate of persons or things constituted by the competent ecclesial authority to fulfil a proper function given them in view of the common good' [Can. 114 §1].

GLOSSARY

Ministry	means any activity within, or delivered by, an entity that is designed to carry out the good works of the Catholic Church.
Neglect	refer to 'child abuse'.
Offender	means a person who has admitted abuse or whose responsibility for abuse has been determined by a court of law (criminal or civil), statutory or Church procedure.
Ordinariate	means a non-geographical diocese, an example of which is the Catholic Military Ordinariate of Australia which is administered by a bishop with the faculties of an Ordinary and thus this organisation is known by the term ordinariate.
Overseas clergy and religious	means any cleric or member of a religious institute who is specifically recruited from overseas by a Church Authority or entity.
Personal prelature	means a canonical structure of the Catholic Church which comprises a prelate, clergy and laity who undertake specific pastoral activities. The first personal prelature is Opus Dei.
Personnel	means a cleric, member of a religious institute or other person who is employed by the entity or engaged on a contract, subcontract, voluntary or unpaid basis.
Physical abuse	refer to 'child abuse'.
Position description	means a document which details the role, responsibilities and expectations of a role within an entity and outlines reporting lines.
Professional/ pastoral supervision	means a forum for reflection and learning, an interactive dialogue between at least two people, one of whom is professionally trained as a supervisor. The dialogue shapes a process of review, reflection, critique and replenishment for personnel. Supervision is a professional activity in which personnel are engaged regardless of experience or qualification. Supervision assists personnel in their accountabilities for professional standards (including in relation to maintenance of professional boundaries), defined competencies for their role and understanding and implementation of organisational policy and procedures. For clerics and religious, professional/pastoral supervision assists in the maintenance of boundaries of the pastoral relationship and enhances the quality of their ministry. A cleric/ religious' commitment to conscious and critical reflection on their ministry and ministry experiences is recognised as being important for the wellbeing of the cleric/religious, the people with whom they exercise ministry, the wider Church and the community.
Protective behaviours program	means an age-appropriate structured education program to equip children and young people with the skills and knowledge to enhance their personal safety.

GLOSSARY

Psychological abuse	refer to 'child abuse'.
Religious Institute	means an institute of consecrated life, a secular institute or society of apostolic life, and their provinces or equivalent.
Respondent	means a person against whom a complaint is made.
Safeguarding	means measures to protect the safety, human rights and well-being of individuals, which allow people – in this context children – to live free from abuse, harm and neglect.
Safeguarding Committee	means a committee established to advise and support the Church Authority on all matters relating to safeguarding, including the development and implementation of a Safeguarding Implementation Plan and coordination of annual self-audits at a local level. Committee members need relevant and varied professional expertise in relation to, but not limited to safeguarding, child protection, organisational culture and structure, policy development, and need to include lay women and men.
Safeguarding Co-ordinator	means an individual who champions safeguarding and co-ordinates the implementation of the National Catholic Safeguarding Standards within an entity.
Safeguarding Implementation Plan	means a documented plan which articulates actions to be taken across the entity to ensure safeguarding practices are in place. It includes actions, strategies, responsibilities and delegations and tracks review and progress. It is overseen by the Safeguarding Committee.
Seminary	means a centre for the formation and education of students preparing for ordination.
Sexual abuse	refer to 'child abuse'
Spiritual abuse	means the abuse of a child that is perpetrated by an individual in a position of authority and trust within the Church, supposedly in the name of God. It can cause a child to have lifelong loss of faith and/or feel distanced from the Church.
Substantiated complaint	means allegations proven to be true or supported with evidence.
Third parties	means any individual, group or organisation outside the entity who either contract services and facilities to or from the entity. For example, groups hiring Church facilities for private or public use (for example birthday parties, men's sheds, exercise groups), companies contracted to provide design and print work for an entity, and consultants.
Working with children check	means generic term used in the Standards to denote the statutory screening requirement for people who work or volunteer in child-related work. There is no single national framework setting out requirements for 'working with children' checks. Each state or territory in Australia has its own name, procedures and differences in scope regarding what this type of check entails. They are one part of a Church entity's recruitment, selection and screening processes.

BACKGROUND AND CONTEXT

Catholic Social Teaching

> ***"The theological dimension is needed both for interpreting and for solving present day problems in human society."***
> Saint John Paul II, Centesimus Annus

Catholic Social Teaching offers a way of thinking, being and seeing the world. It provides a vision for a just society in which the dignity of all people is recognised, and those who are vulnerable are cared for. It consists of an interrelated body of thought and principles which can be used to reflect on and guide how we relate to one another in our local and global communities.

The perspective and principles of Catholic Social Teaching are a rich heritage and include insight from the Scriptures, as well as understanding from the thinking, reflections and lived experience of people throughout the life of the Church.

Preventing abuse, protecting, valuing, cherishing and championing each and every child and vulnerable adult is unquestionably grounded in the Church's own teaching.

Three of the key principles of Catholic Social Teaching which are reflected in the National Catholic Safeguarding Standards are dignity, subsidiarity and solidarity.

The Dignity of the Human Person

The Church recognises the sacredness of life and the dignity of each individual human person as inviolable.

Catholic Social Teaching promotes the human rights of every individual, especially those who lack access to services or who may not have the opportunity to participate in significant community activities and discussions.

The Church's social teaching is clear - human dignity brings with it natural rights and duties.

> ***"The Church sees in men and women, in every person, the living image of God himself. This image finds, and must always find anew, an ever deeper and fuller unfolding of itself in the mystery of Christ, the Perfect Image of God ... The whole of the Church's social doctrine, in fact, develops from the principle that affirms the inviolable dignity of the human person"***
> Compendium of the Social Doctrine of the Church, par 105, 107

Subsidiarity

Subsidiarity enables participation of and among those who make up the community or organisation. It ensures participation in decision-making processes affecting personal and organisational life, and promotes decision-making that is empowering of those involved in and affected by the process. Subsidiarity requires that decision- making processes include those who will be most affected by those decisions.

> ***"The principle of subsidiarity protects people from abuses by higher-level social authority and calls on these same authorities to help individuals and intermediate groups to fulfil their duties. This principle is imperative because every person, family and intermediate group has something original to offer the community."***
> Compendium of the Social Doctrine of the Church, par 187

Solidarity

The principle of solidarity respects and promotes both a spiritual and material solidarity with all people, but especially those who are marginalised, vulnerable or distressed, giving priority to those in greatest need.

This teaching acknowledges that our responsibilities to each other are fundamental and enduring irrespective of race, culture, age, gender, ideological, social, educational and economic differences.

> ***"Solidarity highlights in a particular way the intrinsic social nature of the human person, the equality of all in dignity and rights and the common path of individuals and peoples towards an ever more committed unity."***
> Compendium of the Social Doctrine of the Church, par 192

BACKGROUND AND CONTEXT

Children in the Gospels and Tradition

The Catholic Church's commitment to the safety of children and vulnerable adults must be motivated by the central place that children have in the ministry of Jesus, and the intrinsic value that children have for the Catholic theological tradition. Each child is created in the image of God; each one has his or her origin and ultimate fulfilment in God's infinite love. Jesus identified children with his primary metaphor for God's presence, saying to them "to such as these belongs the Kingdom" (Mk 10:13-16).

For Jesus, children are models of how to receive the love of God; they offer us a glimpse of what it is to be open to God. From the theological tradition we also learn that God does not remain distant from children but moves toward them in love. They touch the mystery of God. Adults can encounter the grace of God through children: whether at play, in thought, or in conversation, their lives can reveal the mystery of God's love. The inherent dignity of children is reflected in each of these aspects of our faith, hence the importance of fostering a culture of safety and care.

United Nations Convention on the Rights of the Child

The rights outlined in the United National Convention on the Rights of the Child (UNCRC) are a key influence on the development of universal child safe approaches. The UNCRC specifically recognises that children have a right to be protected from physical and mental harm and neglect and enjoy the full range of human rights - civil, cultural, economic, political and social.

Article 12 of the UNCRC highlights the importance of respecting the views of children - children have the right to voice their views and have their opinions taken into account when adults make decisions that affect them.

The Royal Commission into Institutional Responses to Child Sexual Abuse

In November 2012, then Prime Minister of Australia, the Hon Julia Gillard, announced the appointment of a Royal Commission to inquire into institutional responses to child abuse in Australia.

On 11 January 2013, six Commissioners were appointed by the Governor-General. Chair, the Hon Justice Peter McClellan AM worked alongside five other commissioners - Robert Atkinson AO APM, the Hon Justice Jennifer Coate, Robert Fitzgerald AM, Professor Helen Milroy and Andrew Murray.

On 15 December 2017 the Royal Commission presented its final report to the Governor-General, detailing the findings of the five-year inquiry.

Whilst the Royal Commission's main focus was child sexual abuse - investigating how organisations responded to allegations and instances of child sexual abuse - three volumes of the final report outline processes for creating child safe organisations.

Volume 6 of the Royal Commission's final report outlines the role child safeguarding standards can play in making organisations safer for children, and how regulatory oversight could be improved to better facilitate the implementation of safeguarding standards in organisations.

The standards articulated by the Royal Commission were intended to be implemented by organisations in a flexible way - where principles of the standards are adhered to, but the interpretation and practical application needs to vary depending on the particular organisation. The standards set out by the Royal Commission focus on organisational culture, adoption of strategies and acting to prevent harm to children.

Along with the standards articulated by the Royal Commission in Volume 6, the Royal Commission articulated a sizeable number of recommendations for religious organisations and the Catholic Church to consider when reviewing and implementing improved child safe practices.

Many of these recommendations (found variously in Volumes 7 and 16 of the Royal Commission's final report) have been articulated throughout the National Catholic Safeguarding Standards.

BACKGROUND AND CONTEXT

National Principles for Child Safe Organisations

The Australian Federal Government commissioned the National Children's Commissioner to lead the development of National Principles for Child Safe Organisations. The National Principles were developed under the guidance of community services' ministers across commonwealth, state and territory governments under the National Framework for Protecting Australia's Children 2009-2020. The National Principles respond to the recommendations of the Royal Commission.

The National Principles aim to provide a nationally consistent approach to creating organisational cultures that foster child safety and well-being across all institutions and organisations engaging with children across Australia.

The Council of Australian Governments endorsed the National Principles for Child Safe Organisations in February 2019. The newly formed National Office for Child Safety (within the Department of Prime Minister and Cabinet) is leading national coordination and implementation of the National Principles, working with states, territories and the non-government sector to make organisations across Australia safe for children.

CPSL works closely with the National Office for Child Safety to ensure that the National Catholic Safeguarding Standards and practices across the Catholic Church are consistent with the national requirements.

The Standards and state, territory and federal legislative requirements

The National Catholic Safeguarding Standards are designed to be implemented in the context of all state, territory and federal legislative requirements. Where particular criteria or indicators need to be implemented in accordance with legislative requirements, CPSL will provide reference points in the accompanying Implementation Guide (available at www.cpsltd.org.au).

The National Catholic Safeguarding Standards require that civil responsibilities and requirements and canonical responsibilities, where relevant, are exercised appropriately.

CPSL has mapped the National Catholic Safeguarding Standards to Commonwealth child safe requirements, including the National Principles for Child Safe Organisations. This comparative analysis is available on our website. CPSL has also mapped the National Catholic Safeguarding Standards against state and territory child safe standards and principles where they exist. This comparative analysis is available on our website.

ABOUT CPSL

Catholic Professional Standards

Catholic Professional Standards Ltd (CPSL) has five core functions:

- develop and publish the National Catholic Safeguarding Standards;
- audit compliance of Catholic Church entities against the Standards;
- publicly report audit findings;
- provide training, support and educational tools and resources to assist with implementation of the Standards; and
- provide advice on policy and other matters to Church Authorities.

Broadly speaking, these five functions mean CPSL performs both an audit and compliance function (assessing and reporting on compliance across entities) and a capacity building function (educating, advising and researching to support compliance and promote continuous improvement).

More information about support materials, education and training, and audit functions of CPSL can be found in the section - *Applying the Standards.*

National Catholic Safeguarding Standards and vulnerable adults

CPSL's scope includes both children and vulnerable adults engaging with the Church in Australia. This edition of the National Catholic Safeguarding Standards has as its focus the safeguarding of children. In mid-2019, CPSL will commence the research and development to expand the framework to include measures for the safeguarding of vulnerable adults.

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