

	<h1>SAFEGUARDING GUIDELINES</h1>	<b>Document No:</b>	<b>SG-PRO-006</b>
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	Safeguarding Committee	<b>Issue No:</b>	<b>14/09/2020</b>
<b>Authorising Officer:</b> Chief Operating Officer			

## 1. Purpose

This document sets out general guidelines for safeguarding of children and adults at risk. The Guidelines are informed by the Australian Catholic Bishops Conference Safeguarding Risk Register

## 2. Scope

This procedure applies to all Australian Catholic Bishops Conference (Conference) Agencies with the exception of Caritas Australia, Catholic Social Services Australia and the National Catholic Education Commission.

## 3. Related Documents

[ACBC Safeguarding Policy and Framework](#)  
[ACBC Code of Conduct](#)  
[Safeguarding Children and Adults at Risk Code of Conduct](#)  
 ACBC Safeguarding Risk Register

## 4. Safeguarding Guidelines

### GENERAL ACTIVITIES

#### Children of Conference workers who may be at the workplace

- Parent to supervise children at all times;
- Children must remain in workers office space under supervision of the parent; if a child cannot remain in the office space, the child should be within line of sight and earshot of the parent.

#### Meetings with children or adults at risk

- Conference workers can only meet with a child or adult at risk if the child or adult at risk is with an accompanying parent /carer/support person at a pre-arranged time.
- All visitors are to sign into Conference buildings.
- Meetings can only occur in open spaces or in designated meeting rooms with windows allowing vision into the room.
- A Conference worker and another adult (parent/carer/support person) present.

#### Third party use of Conference Facilities

- Where a third party requests use of Conference facilities, conduct sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place.

#### Conference workers asked to speak at schools or with groups of minors

- Conference workers must follow Safeguarding protocols of school or organizing group.
- Conference workers must remain with a supervising adult at all times while onsite.
- Conference workers must only engage in the activity in which they were asked to participate.

### **Online contact with children and adults at risk**

- Where possible return emails or phone calls to parents, schools, staff or adult in responding to enquiry.
- Conference workers must use Conference's IT systems in accordance with Conference policies and guidelines.
- Conference workers must not use computers, mobile phones, video cameras, cameras and social media to as a means to exploit, harass or place children and adults at risk.
- Conference workers must make sure that content on websites, social media, newsletters and other publications has been reviewed to ensure that does not contain inappropriate material in respect to Safeguarding.
- All website and social media log in details are to be shared with a supervisor to allow monitoring.

### **Use of images**

- Obtain informed consent before photographing, filming or audio-recording others. An explanation of how the photograph, film or recording will be used must be understood by all parties involved.
- All efforts to assess compliance with local traditions must be made.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about children and adults at risk when sending and/or forwarding images electronically or publishing images in any form.
- Ensure children and adults at risk are adequately clothed and the images present children in a dignified and respectful manner. Images must be honest representations of the context and facts.

### **Research involving children or adults at risk**

- Research projects which may involve children or adults at risk must have approval from Conference's ethics committee prior to proceeding (Contact the National Centre for Pastoral Research for assistance).
- Research must follow approved protocols.

## **MEETINGS AND EVENTS (UNDER 200 ATTENDEES)**

### **Parental/carer approval**

- Where a child or adult at risk is registering to attend a meeting or event, ensure that there is a process for obtaining approval from a parent/carer/supporting adult.

### **All workers including volunteers**

- All workers and volunteers must be made aware of Safeguarding responsibilities (typically during induction).
- Where a Safeguarding risk has been identified, workers and volunteers must undergo background checks, and must have a valid WWCC.
- Unsupervised contact with children or adults at risk is to be avoided.

### **Contractors providing services**

- Only professional contractors with sound credentials are to be used.
- Where children or adults at risk will be present, ensure that all workers (paid and unpaid) have the appropriate Working with Children Checks (WWCC) or current National Criminal History checks (police checks).
- Check contractor's Safeguarding procedures.
- If the contractor's Safeguarding procedures are inadequate, stipulate how they should work.

### **Presenters**

- Ensure that all presenters are aware of their Safeguarding responsibilities and have been instructed to follow the applicable safeguarding protocols.
- Where a Safeguarding risk has been identified, presenters must have a valid WWCC. Presenters may also be required to return a satisfactory National Criminal History check.

### **Hire of facilities and general services**

- Conduct due diligence on the safeguarding practices of third parties from whom facilities and services are procured.

## **Complaints**

- Ensure that there is a process of children and adults at risk to report bullying/harassment/harm or any other complaint.
- Ensure that participants are aware of how to access the procedure.

## **LARGE GATHERINGS/EVENTS**

In addition to the above,

- Conference workers organizing large events/gatherings are expected to work with other stakeholders such as the venue hosts to identify and control Safeguarding risks.
- Specific risk assessment must be carried out for these types of events. These must include safeguarding requirements.
- Seek professional advice and / or appoint a dedicated role to coordinate safeguarding requirements.
- Where required specific codes of conduct may be developed.
- Where there is likely to be unsupervised contact with children, Conference workers and volunteers who are in attendance, representing Conference or working at these events must have a valid WWCC. Where required Conference members may be required to return a satisfactory National Criminal History check.
- Where there are specific roles identified (e.g. Volunteer Coordinator) checks must be put in place to ensure that a selection process includes background checks (WWCC, National Criminal History Check as well as reference checks) in regard to Safeguarding

## **5. Records**

ACBC Safeguarding Risk Register  
Event and Project Risk Assessments  
Working with Children Checks  
National Criminal History Checks  
Reference Checks