

	SAFEGUARDING CONTINUOUS IMPROVEMENT	Document No:	SG-PRO-007
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	Safeguarding Committee	Issue No:	30/09/2020
Authorising Officer: Chief Operating Officer			

1. Purpose

This document sets out general guidelines for monitoring and continuous improvement of safeguarding practices within the Australian Catholic Bishops Conference (Conference). It outlines the processes that are in place to identify and analyse systemic issues and/or patterns relating to child safeguarding practices and/or failures, and drive continuous improvement.

2. Scope

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

3. Related Documents

[SG-PRO-002 ACBC Safeguarding Policy and Framework](#)
[SG-PRO-003 Safeguarding Committee Terms of Reference](#)
[HR-PRO-040 Code of Conduct](#)
[SG-PRO-005 Safeguarding Children and Adults at Risk Code of Conduct](#)
 Safeguarding Risk Register
[SG-PRO-004 Safeguarding Complaints Procedure](#)

5. Responsibilities

Safeguarding Committee

The Safeguarding Committee will:

- Review the Safeguarding Risk Register and update it at least annually
- Review the Safeguarding Complaints Register at least annually

Conference Workers

Conference workers are expected to report any breaches of Safeguarding processes to their immediate supervisors or to the Chief Operating Officer.

4. Definitions

Corrective Action

Corrective action is action taken to address any deficiencies and to achieve the required outcome.

6. Continuous Improvement Framework

The general process for continuous improvement is as shown in Figure 1 below, and comprises of the following stages:

Monitoring and Review

This includes:

- tracking the level of implementation of procedures and processes
- evaluating performance and identifying trends through analysis of the Safeguarding risk register and safeguarding complaints register
- monitoring any new activities that may have been introduced
- documenting learnings and reflecting on them at Safeguarding Committee Meetings

Identifying Need

This means:

- defining what needs to be done to achieve the required outcome
- demonstrating how the corrective action will adequately manage the risks identified

Scoping

In order to achieve the required outcome, it will be necessary to:

- determine the scope of the action required
- determine who will be affected
- define how to ascertain whether the action has been effective

Developing Solutions

This may involve:

- working with all involved with the activity
- proposing a number of options to resolve the issue
- collecting feedback on the issue and the proposed solutions
- choosing and finalizing the most suitable option

Training and Support

To ensure that the proposed solution has the best chance of being successful, it will be necessary to:

- provide information and training on the proposed solution
- provide opportunities to develop new skills as required
- provide the required resources

The resulting actions will be documented in the Safeguarding Implementation Action Plan ([SG005](#)) and progress toward implementation of solutions and their effectiveness can tracked using this form.

7. Records

Safeguarding Implementation Action Plan ([SG005](#))
ACBC Safeguarding Risk Register
Event and Project Risk Assessments
Safeguarding Complaints Register
Safeguarding Committee Minutes



Figure 1: SAFEGUARDING CONTINUOUS IMPROVEMENT FRAMEWORK

This framework will be used by the Safeguarding Committee to identify and analyse systemic issues and/or patterns relating to child safeguarding practices and/or failures, and drive continuous improvement.

