



CATHOLIC DIOCESE OF BROKEN BAY

SAFEGUARDING EDUCATION AND TRAINING (CHANCERY & PARISH) POLICY

CONTENT

This document contains the Diocese of Broken Bay (**Diocese**) Policy on safeguarding education and training for Chancery and parishes. This Policy is developed and implemented by the Safeguarding Office (Chancery & Parishes) (**Safeguarding Office**).

APPLICATION & SCOPE

This Policy applies to clergy, employees, contractors, volunteers, work experience students and trainees (**Workers**) of the Diocese. Where an Agency within the Diocese (such as Catholic Schools Broken Bay or CatholicCare) has its own policy, the relevant Agency policy will apply to Agency Workers.

PURPOSE

The purpose of this policy is to ensure Workers are equipped with the knowledge, skills and awareness to keep children and vulnerable adults safe. This is achieved through continual education and training.

POLICY

1. CLERGY

1.1 Induction

Incardinated and appointed clergy who are new to their appointment within the Diocese are required to complete either a three or four stage induction program. The induction program is generally provided over a 12 to 18 month period and tailored to the specific needs of the clergy member.

1.2 Compulsory Training

Clergy incardinated in or appointed to the Diocese are required to attend a compulsory annual training module. Some exemptions may apply to incardinated clergy who have retired from active ministry. These exemptions are provided by the Vicar General. However, those clergy retired from active ministry who provide regular supply are still required to complete the annual training module .

1.3 Professional Development

Incardinated, appointed clergy are offered additional opportunities for learning to be kept up to date on emerging legislation or practice changes. These opportunities may be offered annually at the Clergy Conference (breakout sessions), Parish Workshops, Parish Worker Presentations and /or accessing Professional Learning information via the *Ad Clerum* once per month.

1.4 Parish Priest or Administrator

Incardinated and appointed clergy who are **new** to the role of Parish Priest or Administrator are required to complete a training module on Safeguarding Laws and Administration.

2. SEMINARIAN

The Safeguarding Office considers the program run by the Seminary and provides the following schedule knowing Seminarians receive training regularly throughout their study. The Safeguarding training provided builds on this prior knowledge and provides information in the context of the Diocese.

2.1 Induction

Prior to entry to the Seminary the seminarian will meet with a member of the Safeguarding Office. This meeting will involve introductions to members of the Safeguarding Office. Screening requirements will be undertaken including, without limitation, a National Police History Check (NPHC) and Working With Children Check (WWCC).

Upon entry to the Seminary the Seminarian will engage with the Safeguarding program offered at the Seminary from Year 1 to Year 5.

During the latter part of the 5th year and prior to the 6 month parish placement, the Seminarian will complete a face to face Safeguarding Introduction to the Diocese of Broken Bay session with a Safeguarding Officer and Vicar General.

At the time the Seminarian is ordained as a Deacon he will undertake a final induction session which will address any new policies and procedures relevant to Safeguarding in the Diocese.

2.2 Compulsory Training

During the 6th and 7th years, the Seminarian will be required to attend the compulsory annual training module (refer to **clause 1.2**).

Upon ordination as a Priest and appointment within the Diocese, the new cleric will be required to complete the clergy compulsory training program (refer to **clause 1.2 and clause 1.3**).

3. ASPIRANTS FOR DIACONATE FORMATION

3.1 Induction

Upon acceptance into the Diaconate program an aspirant for Diaconate Formation (**Aspirant**), through the Safeguarding Office, will complete the screening requirements of the WWCC. The Aspirant is required to complete a NPHC and provide the result (Validity within the last 6 months) to the Director of Diaconate Formation.

3.2 Compulsory Training

- During the 1st year of the Diaconate program the Aspirant will engage in a face to face session with the Safeguarding Office.
- During 2nd year of the Diaconate program the Aspirant will complete the Online Safeguarding Modules and attend a face to face Parish Safeguarding Presentation within the applicable Deanery.
- During the 3rd year of the Diaconate Program the Aspirant will attend a face to face session with the Safeguarding Office. This session will deliver the Integrity in Our Common Mission and Code of Conduct module.
- During the 4th year of the Diaconate Program the Aspirant will attend a face to face session with the Safeguarding Office. This session will deliver two modules:
 1. Introduction to Safeguarding in Broken Bay; and
 2. Safeguarding Processes.

- Upon ordination as a Deacon and appointment within the Diocese, the new Deacon will engage with the clergy ongoing Safeguarding Education and Training program (refer to **clause 1.2 and clause 1.3**).

4. CHANCERY WORKERS

4.1 Induction

All Chancery Workers are required to complete a Safeguarding Induction course. This induction is administered online by the Safeguarding Office.

Chancery Workers who are engaged in a child related role will receive a Safeguarding Information Pack upon engagement of employment.

4.2 Compulsory Training

All Chancery Workers are required to attend an annual safeguarding presentation. It is the responsibility of the Chancery Worker to ensure that they attend training. Safeguarding Office (Chancery & Parishes) will maintain a register of attendance.

4.3 Professional Development

Other opportunities for learning about Safeguarding are available, including Lunch and Learn sessions, information distributed through BBNeighbourhoods and resources available on the Diocesan intranet.

5. PARISH EMPLOYEES AND VOLUNTEERS (PARISH WORKERS) THAT REQUIRE PRE-SCREENING

5.1 Induction

Parish Workers that require pre-screening, receive a Safeguarding Information Pack upon commencement. The pack is issued by the Safeguarding Office and distributed by the Parish Priest.

In addition to receiving the Safeguarding Information Pack on commencement, Parish Workers who are engaged in a role that requires pre-screening in accordance with Diocesan policy including but not limited to a WWCC and/or a NPHC are required to complete an online Safeguarding induction course. The online induction is administered by the Safeguarding Office.

5.2 Training

Parish Workers that require pre-screening are required to attend presentations on Safeguarding. The training is generally presented at a Deanery level. The frequency, location and time of presentation is to be considered in consultation with the Dean at the direction of the Vicar General.

5.3 Professional Development

Parish Workers that require pre-screening are provided ongoing information about Safeguarding via the email platform BBNeighbourhoods and are invited to Parish Personnel Forums.

DEFINITIONS

Active Ministry:	Clergy Ministry category as determined by the Vicar General at the beginning of each calendar year and considered to be those Clergy that minister publicly on more than 6 occasions each year.
BBNeighbourhoods:	A weekly e-newsletter provided to Clergy, Parish and Chancery Workers. Content provided by the various Offices of the Chancery.
Child:	Individuals under 18 years of age.
Lunch and Learn:	An education forum that enables and encourages Chancery Staff to actively engage and learn from peers.
Safeguarding:	Proactive actions that minimise risk of harm to children and adults at risk.
Adult at Risk:	Defined as any person aged 18 years and over who is at increased risk of experiencing abuse, such as people: <ul style="list-style-type: none">• who are elderly;• with a disability;• who suffer from mental illness• who have diminished capacity• who have cognitive impairment• who have suffered previous abuse• who are experiencing transient risks• who in receiving a ministry or service are subject to a power imbalance• who identify as Aboriginal and/or Torres Strait Islander• who are from a culturally and linguistically diverse background• who are of diverse sexuality• who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse

REFERENCE

National Catholic Safeguarding Standards (NCSS) Edition Two 2022
Integrity in Our Common Mission
Code of Conduct

RELATED FORMS

Nil

RELATED POLICIES

Nil

POLICY REVIEW

Review of this Policy, any related procedures and forms will be undertaken every three years by the Manager, Safeguarding Office (Chancery & Parishes) in consultation with the Manager for Safeguarding (Chancery) and approved by the Diocesan Financial Administrator.

REVISION/ MODIFICATION HISTORY

Date	Version	Current Title	Summary of Changes	Approval Date	Commencement Date
14/08/18	1.	Safeguarding and Child Protection Training (Chancery) Policy	New	Aug 2018	Aug 2018
28/07/20	2	Safeguarding Education and Training (Chancery and Parish) Policy	Amended to include further education options	Jul 2020	Jul 2020
22/12/23	3	Safeguarding Education and Training (Chancery and Parishes) Policy	Reviewed and amended to include Adults at Risk, NCSS 2 nd Edition 2022 and Integrity in Our Common Mission	Dec 2023	Dec 2023

APPROVAL DATE/REVISION SCHEDULE

Approved by: Emma McDonald, Diocesan Financial Administrator

Date approved: 22 December 2023

To be revised: 22 December 2026