



CATHOLIC  
DIOCESE OF  
**BROKEN BAY**

# Safeguarding Charter

SAFE  
ATTENTIVE  
RESPONSIVE



CATHOLIC  
DIOCESE OF  
BROKEN BAY

The Diocese acknowledges the lifelong trauma of abuse victims, survivors and their families, the historic failure of the Catholic Church to protect, believe and respond justly to children, and the consequent breach of community trust. The Diocese is resolutely committed to fostering a culture of safety and care for children and adults at risk. This is achieved through a consistent, accountable approach to safeguarding across the entire Diocese, including Catholic Schools Broken Bay and Catholic Care Broken Bay

NOVEMBER 2025



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## From the Bishop

In the Diocese of Broken Bay, safeguarding is not merely a matter of policy, it is a lived expression of our faith in Jesus Christ and our shared responsibility as His disciples. Our commitment to building safe, respectful, and nurturing communities reflects the heart of the Gospel, where all people, especially children and vulnerable adults, are valued, protected, and treated with dignity.

Safeguarding is not just something we do, it is part of who we are as a community and central to our Christian vocation. The safety and well-being of every person, particularly those who are most at risk, must be upheld in everything we do. As Pope Leo XIV reminds us, "It is necessary to eradicate throughout the Church a culture of prevention that

As Pope Leo XIV reminds us, "It is necessary to eradicate throughout the Church a culture of prevention that does not tolerate any form of abuse: abuse of power or authority, of conscience or spirituality, of sexual abuse." His words challenge us to remain vigilant, and to continue building a community marked by justice, compassion, and integrity.



does not tolerate any form of abuse: abuse of power or authority, of conscience or spirituality, of sexual abuse.” His words challenge us to remain vigilant, and to continue building a community marked by justice, compassion, and integrity.

It is our duty to ensure that the Church today is a community where people feel safe, heard, and supported. That is why we continue to strengthen our structures, provide education and support, and promote a culture where everyone within the Diocese of Broken Bay understands their role in safeguarding others.

Within the Diocese of Broken Bay safeguarding is not the task of a single office or team, it is a shared responsibility. Together, we are called into a partnership of vigilance, protection, and care. Across our parishes, Catholic Schools Broken Bay, CatholicCare, and the Chancery, every one of us

has a part to play in ensuring that safety and respect remain at the core of who we are.

I am deeply grateful to all those who contribute to this important mission across our Diocese. Let us continue to walk together in faith, remaining vigilant and compassionate, so that all people may experience the love, safety, and dignity that Jesus Christ calls us to share.



Most Rev Anthony Randazzo DD JCL  
Bishop of Broken Bay



# Purpose and Application



This Safeguarding Charter outlines the overarching governance structure of the Catholic Diocese of Broken Bay with respect to its commitment to promote a culture of safeguarding across the Diocese.

This Charter applies to the:

- (a) Parishes;
- (b) Ministries;
- (c) Entities;
- (d) Services; and
- (e) Personnel

under the jurisdiction of the Bishop of the Diocese.

This Charter sets out the governance, roles, and responsibilities associated with the promotion of a safeguarding culture. Unless otherwise defined in this Charter, where a defined term is used, it shall have the meaning ascribed to it in the Master Safeguarding Policy.

## Our Diocesan Commitment to Safeguarding Statement

This Statement reflects the Diocese's unwavering commitment to building and maintaining environments that are not only free from harm but actively uphold the safety, agency, and participation of all, especially Children and Vulnerable Adults. Grounded in the values of the Gospel, it affirms the

Diocese's obligation to lead by example through transparency, accountability, and survivor-centred practices. It also recognises the importance of cultural safety, and the need to uphold diverse voices within Catholic communities.

The Diocese is wholly committed to ensuring the safety, well being, and dignity of all Children and Vulnerable Adults. The Diocese has no tolerance for any form of abuse, mistreatment, bullying, discrimination, or harm.

In so doing the Diocese further commits to:

- a) creating environments that are welcoming, culturally safe, inclusive, and empowering;
- b) supporting and respecting the participation of Children and Vulnerable Adults in all aspects of Diocesan life;
- c) responding promptly and appropriately to all allegations, suspicions, disclosures, or incidents of abuse or harm; and
- d) ensuring continuous improvement through regular review and consultation with Children, Vulnerable Adults, families, carers, and communities.

Safeguarding extends not only to the protection of Children but also includes Vulnerable Adults, recognising factors such as age, disability, cultural background, and vulnerability.



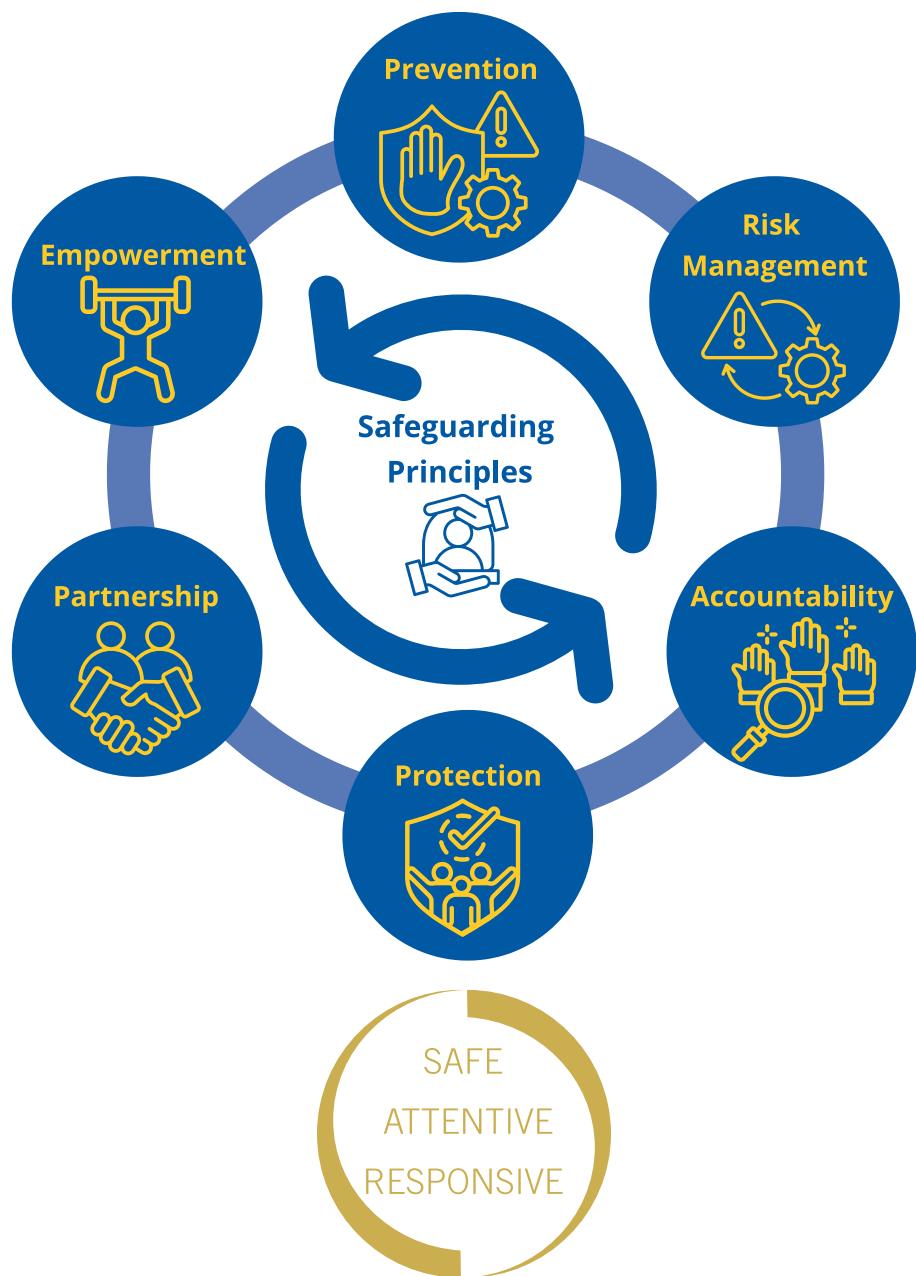
# Governance Framework

This Charter is underpinned by a comprehensive Governance Framework that aligns Diocesan practice with the expectations of civil law, canonical obligations, and the guiding principles of the National Catholic Safeguarding Standards and NSW Child Safe Standards.

The Governance Framework ensures that safeguarding is not treated in isolation, but as an integrated part of the Diocese's mission and governance. It consists of the following key materials as set out in Part C ("Governance Framework") in the Master Safeguarding Policy:

- a) Commonwealth and New South Wales legislation;
- b) National Catholic Safeguarding Standards, National Child Safe Principles and Child Safe Standards;
- c) the Diocese Commitment Statement, which is summarised above; and
- d) ancillary Diocesan Safeguarding Policies.

The Governance Framework is also underpinned by key principles, outlined in the diagram below, which are adopted by the Diocese to inform and guide the development of its safeguarding practices in the future.



# Roles And Responsibilities

The Diocese implements a considered culture of safeguarding through its personnel. By clearly assigning roles and responsibilities, the Diocese and its incorporated entities practically implements its Governance Framework, establishes lines of accountability, and ensures robust systems are in place to prevent, identify, and respond to concerns regarding the treatment of Children, Young People, and Vulnerable Adults.

The Diocese and its incorporated entities expect all its people, including those engaged by the incorporated entities established under the authority of the Bishop, to uphold the following general responsibilities:

- a) act respectfully toward Children and Vulnerable Adults;
- b) promote a safeguarding culture;
- c) comply with mandatory reporting requirements;
- d) complete training and screening requirements; and
- e) comply with the Diocese Code of Conduct and Integrity in our Common Mission or the similar documents established by the incorporated entities.

The Diocese also assigns the following safeguarding-specific roles, which apply cumulative obligations on select Diocesan entities alongside the general responsibilities expected of all its people.

**Bishop** – The Bishop is the head of the Diocese, its Parishes and Agencies, and is responsible for overall strategic and pastoral responsibility for safeguarding leadership.

## **Diocesan Safeguarding Consultation Panel**

– Provides advice to the Bishop, Vicar General, Catholic Schools Broken Bay, CatholicCare Broken Bay, Safeguarding leaders within the Diocese based on their individual and collective professional expertise to ensure effective safeguarding practices, policies and procedures.

**Vicar General** – Responsible for assisting the Bishop in overseeing safeguarding compliance. The Vicar General has delegated authority from the Bishop in respect of the Chancery and Parishes for the purposes of the Children's Guardian Act 2019 (NSW).

## **Director Catholic Schools Broken Bay** –

Responsible, on behalf of the Board of Catholic Schools Broken Bay Ltd, for overseeing Child Protection and Safeguarding matters within Catholic Schools Broken Bay and is the Head of Entity for safeguarding matters. Catholic Schools Broken Bay operates under its own Safeguarding Policies and Procedures.

## **Executive Director CatholicCare Broken Bay**

– Responsible for overseeing Child Protection and Safeguarding matters within CatholicCare. CatholicCare Broken Bay operates under its own Safeguarding Policies and Procedures.

## **Safeguarding Broken Bay** –

Safeguarding Broken Bay is the Chancery entity responsible for coordinating safeguarding training, reporting, investigations, and compliance for clergy and parishes. Safeguarding Broken Bay is generally responsible for supporting the Bishop, Vicar General, clergy and parishes, to report Reportable Conduct and Reportable Convictions, and overseeing the Diocese's safeguarding reporting obligations.



## Roles And Responsibilities (cont)

**Parish Priests** – Responsible, where applicable, for managing safeguarding compliance at a local level, including but not limited to the verification of Working With Children Checks, the implementation of the Master Safeguarding Policy (MSP), and where applicable its ancillary policies, and the referral of any safeguarding complaint to Safeguarding Broken Bay.

**Heads of Mission** – Responsible generally for the implementation of the MSP and where applicable its ancillary policies, and the referral of any safeguarding complaint to the Safeguarding Office.

The Diocese develops, implements, and maintains its safeguarding culture by way of a collaboration of executive individuals to ensure consistency, transparency, and accountability.

**Relevant Individuals** – Unless separately detailed above or by way of the MSP and its ancillary policies, all remaining Relevant Individuals are under a general responsibility to report to the Safeguarding Broken Bay any instance of Reportable Conduct or Reportable Offence.

### Diocesan Safeguarding Executive

The Diocesan Safeguarding Executive is a leadership team comprises the:

- a) Head of Safeguarding Broken Bay;
- b) Safeguarding Lead for Catholic Schools Broken Bay; and
- c) Executive Manager of Quality, Safeguarding, Risk and Compliance for CatholicCare Broken Bay.

These individuals are assigned the collective obligation of driving a wholistic approach to safeguarding, in keeping with the expectations of the Bishop, and underpinned by collaboration with respect to safeguarding trends, issues, and practices, each of this assist the Diocese to achieve continuous improvement.

The Diocesan Safeguarding Executive attends to these obligations by way of:

- a) general meetings, chaired by the Head of Safeguarding Broken Bay; and
- b) practice meetings, held three times per year and involving all Safeguarding staff.

The general and practice meetings each retain the common agenda of:

- a) providing access to practice development;
- b) providing access to targeted education about specific safeguarding topics; and
- c) fostering a holistic, inclusive approach to the Diocesan safeguarding culture.

### Safeguarding Focus Day

This annual professional development day convenes safeguarding professionals from across the Diocese, including representatives from the Chancery, Catholic Schools Broken Bay, and CatholicCare Broken Bay. It provides a dedicated space for shared learning, strategic reflection, and the continued strengthening of safeguarding practice across all diocesan settings.



# Safeguarding Records

The Diocese, and the entities incorporated under the authority of the Bishop, recognises that high-quality record keeping is fundamental to effective safeguarding and the protection of Children and Vulnerable Adults. All personnel are required to keep full and accurate records relating to child safety and safeguarding matters in accordance with this Policy and associated guidance. A comprehensive schedule of obligations associated with record keeping, sharing, and disposal is set out at Section 15 of the Master Safeguarding Plan.

## **A record must be created when any of the following occurs:**

- a) a safeguarding concern, disclosure, allegation, or suspicion is raised;
- b) a mandatory report is made (e.g. to NSW Police, Department of Communities and Justice, or the Office of the Children Guardian);
- c) safeguarding risk assessment is completed;
- d) person is screened or engaged to work with Children or Vulnerable Adults;
- e) an incident, injury, behavioural concern, or complaint arises at an event;
- f) an internal investigation or review is undertaken;
- g) a person of concern is being managed under a safety plan.

## **Each record will include:**

- a) the date and time of report, event, or observation;
- b) who was involved and present;
- c) what was said or observed (in clear, objective terms);
- d) any action taken and by whom;
- e) any internal discussions or referrals;

- f) names of those informed or consulted (e.g. Safeguarding Office, NSW Police, Department of Communities and Justice).

## **Who Is Responsible for Record Keeping?**

### **Diocesan Personnel including those engaged by incorporated entities under the authority of the Bishop responsibilities include:**

- a) Recording incidents of Reportable Conduct or allegations of Reportable Offences, including any other notifications provided under this Policy;
- b) Recording disclosures made in relation to Reportable Conduct or Reportable Offences by other personnel, including any disclosures relevant to upholding the objects of this Policy; and
- c) Recording suspicions of Reportable Conduct, Reportable Offences, breaches of this Policy.

### **Parish Priests' responsibilities include:**

- a) Accurate completion and submission of safeguarding and other records;
- b) Safe and secure storage of safeguarding and other Records are safely stored and only accessed by authorised personnel; and
- c) Maintenance of a local safeguarding records register, and provision of updated copies of the register to the Safeguarding Office.

### **Safeguarding Broken Bay responsibilities include:**

- a) Review of critical incident records;
- b) Maintenance and oversight of registers of safeguarding records by local Parishes, with updated copies retained by the Safeguarding Broken Bay;
- c) Provision of record keeping training and templates to Parish Priests for use in its local level record keeping; and
- d) Advice on retention, access, and disposal of records.



# Safeguarding Reports

To ensure transparency and accountability, safeguarding reports will be prepared and submitted providing an oversight of safeguarding activities, highlight key developments, and identify areas for improvement. The following section outlines the reporting schedule and responsibilities for the preparation and submission of annual and bi-annual safeguarding reports.

## Catholic Schools Broken Bay

- a) Preparation of an Annual Safeguarding Report to be provided to the Catholic Schools Broken Bay Board.
- b) Catholic Schools Broken Bay Board to provide Annual Safeguarding Report to the Bishop.

## CatholicCare Broken Bay

- a) Preparation of an Annual Safeguarding Report to be provided to the CatholicCare Broken Bay Board.
- b) CatholicCare Broken Bay Board to provide Annual Safeguarding Report to the Bishop.

## Safeguarding Broken Bay

- a) Preparation of an Annual Safeguarding Report to be provided to the Bishop.
- b) Preparation of bi-annual reports to be provided to the Vicar General.

## Diocesan Safeguarding Consultation Panel (SCP)

The Diocesan SCP provides advice to the highest level of leadership based on their individual and collective professional expertise. The SCP ensures effective, ongoing advice on safeguarding practices,

policies, and procedures. Advice of those on the panel will be sought as circumstances are required and will be dependent on their specific individual expertise.

This may involve guidance on

- a) the implementation of and ongoing compliance with the National Catholic Safeguarding Standards;
- b) safeguarding policies and practice, including ad hoc advice based on Relevant Individual's personal expertise;
- c) annual internal safeguarding annual reports; and
- d) emerging circumstances, as required from time to time.

The Bishop may also engage external consultants/experts, as required, to assist the Diocese to appropriately respond to individuals who have suffered harm or have alleged to have suffered harm from abuse by personnel of the Diocese, including directly handling complaints and or reviewing, and if necessary, addressing the handling of matters by the Diocese relating to safeguarding issues.

## Support

The Diocese provides the following support pathways to individuals captured by the Master Safeguarding Policy and this Charter:

- a) with respect to Personnel, counselling services for complainants and respondents;
- b) referral to external agencies; and
- c) pastoral care and accompaniment.



## Appendix 1:

### OUR DIOCESAN COMMITMENT TO SAFEGUARDING

*We the people of the Catholic Diocese of Broken Bay  
are committed to fostering communities of safety and care for all people,  
especially for children and others in the community who are vulnerable.*

*Our commitment is underscored by our faith in Jesus Christ  
who teaches the fundamental sanctity of each human person,  
and by our dedication to sustained education, practice, and conversation  
about our moral, legal, and spiritual obligation to safeguard all those within  
our community.*



**The protection of children and vulnerable adults within our Diocese will be achieved as every member of our community strives to be a person who:**

1. **Wants** our children to be safe, to grow and to flourish, and have zero-tolerance to any attitude and activity that makes children less than safe;
2. **Acts** with integrity, humility and sincerity, being truthful and open-hearted, and accountable and transparent, throughout our Diocesan community;
3. **Shows** care for the rights of all people who are supported by Diocesan systems that are clear, accessible, and compliant;
4. **Leads** by a constant commitment to raising awareness, education, professional development, and supervision;
5. **Listens** to others with an open heart and mind, and responds well so that concerns and risks may be identified early and addressed;
6. **Reaches** out with compassion to all who have experienced hurt in our community, restoring relationships and building hope through support, acknowledgement and just redress;
7. **Communicates** openly and honestly so that there is a clear articulation and demonstration of expectations, standards, structures and processes for Safeguarding throughout our Diocesan community;
8. **Engages** the knowledge and experience of the wider community so that through dialogue and collaboration we can contribute to growth in the safety and wellbeing of our communities.

*Each of us can make a difference.  
Each of us can help to protect one another.  
We are called to Step Up and to Speak Out  
for the protection of all.*



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*Diocesan Commitment to Safeguarding: (first published in 2018)*



## Appendix 2:

### Child Friendly Safeguarding Commitment

The children, young and vulnerable people of the Catholic Diocese of Broken Bay must be kept safe.

**We will be kept safe  
by ADULTS who...**



**CARE**

for us as we are a precious gift from God

**RESPECT** our rights, abilities, contributions, needs and wishes

**ASK** us how we are feeling and what we are thinking, ask us what we need



**LISTEN** to what we are really saying



**TELL** us about dangers – and what's being done to protect us



**SEE** what other adults are doing, and how they are behaving



**DO** what they are supposed to do and what they say they will do



**STEP UP AND SPEAK OUT**

when we are being hurt, bullied or treated badly.



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# Contact



## **Catholic Schools Broken Bay**

General Safeguarding Line: (02) 7256 2211  
E: [safeguarding@dbb.catholic.edu.au](mailto:safeguarding@dbb.catholic.edu.au)



## **CatholicCare Broken Bay**

General Safeguarding Line: 1800 324 924  
E: [safeguardingincidents@catholiccaredbb.org.au](mailto:safeguardingincidents@catholiccaredbb.org.au)



## **Safeguarding Broken Bay**

General Safeguarding Line: (02) 8379 1605  
E: [safeguarding@bbcatholic.org.au](mailto:safeguarding@bbcatholic.org.au)

# Revision and Modification History

This Charter was first published in September 2021. It was revised by the Head of Safeguarding in consultation with the Vicar General, Agency Heads, the Diocesan Safeguarding Executive, and

approved by the Bishop in February 2022 and August 2025. A further review will be undertaken in three years or earlier if necessary.





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