**CAPAC/Parish / Agency Safeguarding Activities Assessment Tool (SAAT)**

**COVER SHEET**

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| **This form is to be completed annually in January by the Parish Priest/Agency Director and the Safeguarding Officer/s.** | | | | | | |
| **Parish/Agency** |  | | | **Year** |  | |
| **Mass Centre/s** |  | | |  | |  |
|  | | |  | |  |
| **Person/s completing Assessment** | | | | | | |
| Surname |  | First name |  | Role |  | |
| Surname |  | First name |  | Role |  | |
| Surname |  | First name |  | Role |  | |

**CAPAC/Parish / Agency Safeguarding Activities Assessment Tool (SAAT)**

**SECTION 1—Assessment Tool Instructions**

**Introduction**

The CAPAC/Parish/Agency Safeguarding Activities Assessment Tool (SAAT) has been developed to align with the National Catholic Safeguarding Standards (NCSS) requirements. Whilst the Australian Catholic Safeguarding (ACSL) indicators (111) relate to the Archdiocese (The Entity), the indicators (49) contained in the SAAT relate to what needs to be done at the Parish/Agency level. The SAAT is intended to complement the Safeguarding Handbook requirements and provide guidance for Parishes and Agencies as to what needs to be implemented and continually monitored, to ensure compliance with the NCSS by the Diocese. This will replace the former Parish Self-Audit (Form 11).

The SAAT is organised into three Sections:

1. Section 1—Overview and Instructions
2. Section 2—Criteria, Indicators and Evidence for each of the NCSS as they relate to the Parish/Agency level (NB: There are no Standard 9 indicators)
3. Section 3—Parish/Agency Notes Sheet

Safeguarding will review the levels of compliance within Parishes and Agencies by undertaking remote and on-site testing.

**Instructions for completing the CAPAC/Parish/Agency Safeguarding Activities Assessment Tool (SAAT)**

1. The Parish Priest or Agency Director with the safeguarding officer should work together to complete the SAAT against NCSS criteria and indicators relevant at the Parish/Agency level.
2. Identify who will undertake the self-Assessment and have a briefing on how it is to be progressed.
3. Complete the Cover Sheet.
4. The SAAT compliance follows the requirements (criteria indicators) of the National Catholic Safeguarding Standards (NCSS) and the Archdiocese of Perth Safeguarding Handbook.
5. Carefully read each of the NCSS criteria and indicator requirements in Section 2 to understand what is wanted.
6. When you are ready to do the SAAT, carefully determine if a Criteria Indicator is applicable or not applicable.
7. CAUTION—the Indicators in the SAAT are applicable based on *Working with Children*, or having *Contact with Children*. If not applicable, check the N/A box alongside the Criteria Indicator column and provide your reason in the Evidence of Compliance column by choosing a *listed Reason* in the dropdown list.

(NB: Some indicators within the SAAT have N/A [[1]](#footnote-1)checked boxes as they will not be subject to audit for 2020 e.g. Risk Management, etc.)

1. If applicable carefully check what actions you have undertaken and/or implemented (and have evidence of that) to meet the indicator. Next, click one or more boxes that match what has been actioned and/or implemented (Do not click a box if nothing has been progressed or implemented).
2. Check your Evidence of Compliance checked boxes for each indicator (*refer to attached Compliance Assessment Scale sheet*).
3. Next, determine the Assessment Scale that you have achieved (based on your actions and/or implementation) and click the appropriate Compliance Assessment Scale box indicator. Do not be concerned about the scale. The scale is intended to help you determine at what level of implementation you are at with a Safeguarding Standard. This enables you to identify what actions you need to do ASAP or plan for.
4. Keep notes as you go, in sections, of actions that you need to take in order to be wholly compliant.
5. Summarise your notes of actions needed in an Action Plan sheet (and [[2]](#footnote-2)Risk Management Plan). Use these to inform your mitigation actions for the Safeguarding Team.
6. Sign and date the Completion Verification section (after Standard 10) and *forward the completed SAAT to the Safeguarding program Office*
7. Discuss your Action and Risk Management Plans with the relevant Parish Workers to take action with acceptable timeframes.
8. Using the notes for actions made during your self-Assessment, Identify your priority actions for the next year’s (2021) planning.

**Abbreviations used in this document:**

**CAPAC—CATHOLIC ARCHDIOCESE OF PERTH ADMINISTRATION CENTRE**

**PCC—Parish Church Council NCSS—National Catholic Safeguarding Standards**

**NPC—National Police Clearance ACSL—Australian Catholic Safeguarding Ltd SAAT—CAPAC/Parish/Agency Safeguarding Activities Assessment Tool**

**Diocese—Catholic Archdiocese of Perth WWCC—Work with Children Check**

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|  | **General** | **Processes** | **People/Resources** |
| **Not Addressed** | * The Parish/Agency has not addressed the required indicator. * The Parish/Agency is unable to demonstrate that the requirements of the indicator are in place and/or are operating effectively and continuously. | * Processes are non-existent. * Processes exist, however the specific requirements of the indicator have not been addressed. | * No resources have been assigned. |
| **Initial/Ad-Hoc** | * The Parish/Agency has started to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis. | * Some relevant processes have been implemented which align with the requirements of the indicator, however they are:   + siloed;   + undocumented;   + inconsistent;   + lack clarity. | * Capabilities vary across the Parish/Agency. * Resources are not formally assigned. |
| **Defined and Developed** | * The Parish/Agency has addressed the indicator and is in the process of implementing the requirements. | * Relevant processes have been defined and developed, however are not yet rolled out across the full operations of the Parish/Agency. | * Resources have been assigned and responsibilities defined, however there is no formal training or communication of standard procedures and it is unlikely that deviations will be detected. |
| **Managed and Measurable** | * The Parish/Agency has demonstrated that indicator requirements are formally embedded and are operating effectively and continuously. | * Relevant processes are integrated and coordinated and extend to remote operations and activities. | * Personnel have been trained to detect and report on deviations or break down in processes. * Resources have been assigned to monitor and address non-compliance. |

**PARISH/AGENCY COMPLIANCE ASSESSMENT SCALE**

***Aligned with the Australian Catholic Safeguarding (ACSL) Compliance Assessment Scale***

**PARISH/AGENCY ACTIVITIES ASSESSMENT TOOL**

**Section 2: Criteria Compliance**

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| **STANDARD 1. Committed Leadership, governance and culture** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 1.1**  The entity publicly commits to Safeguarding and takes a zero-tolerance approach to child abuse | **1.1.1** The Safeguarding Policy is publicly available. |  | Policy copies available on request  Policy accessible on Safeguarding Website  Policy on file at the Parish/Agency Office  Choose an item. |  |  |  |  |
| **1.1.2** The Archdiocese Safeguarding Commitment Statement is openly displayed and publicly available. |  | Archdiocese Safeguarding Commitment Statement copies available on request  Archdiocese Safeguarding Commitment Statement accessible on Archdiocese and Safeguarding Websites  Archdiocese Safeguarding Commitment Statement displayed at Parish/Agency  Choose an item. |  |  |  |  |
| **Criteria 1.2**  A Safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up | **1.2.1** The Parish/Agency create and maintain a culture of safeguarding by:   * promoting Safeguarding regularly; and * emphasising that child-safeguarding is everyone’s responsibility; and * actively monitoring safeguarding compliance and risk management |  | Safeguarding is included in all meeting agendas  Safeguarding Officer/s role and responsibilities continually communicated Parish/Agency-wide  Safeguarding Handbook is accessible and continually referenced for Parish/Agency activities  Safeguarding Posters prominently displayed and Website promoted  Safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  Choose an item. |  |  |  |  |
| **1.2.4** Church workers understand that Safeguarding is everyone’s responsibility and are empowered to provide input on Safeguarding practices. |  | Safeguarding is included in all meeting agendas  Archdiocese Safeguarding Commitment Statement is continuously promoted and publicly available  Safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  Choose an item. |  |  |  |  |
| **Criteria 1.3**  Governance arrangements facilitate implementation of a Safeguarding Policy across the entity’s activities | **1.3.1** Parish governance arrangements are transparent and include safeguarding roles and responsibilities to ensure accountability for safeguarding is clear. |  | Safeguarding Officer/s role and responsibilities continually communicated Parish/Agency-wide (e.g. General Notices, website, newsletters, meetings etc.)  Safeguarding Handbook is accessible and continually referenced for Parish activities  Safeguarding Posters prominently displayed  Archdiocese Safeguarding Website promoted  Choose an item. |  |  |  |  |
| **Criteria 1.4**  A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities | **1.4.1** The Parish/Agency has an Archdiocese approved Code of Conduct, in place for all Church workers and provides guidance on appropriate and expected standards of behaviour of personnel towards children. |  | Code of Behaviour for Church workers implemented  Safeguarding Handbook is provided to Church Workers with signed declaration  Safeguarding Policy and Handbook is implemented and continually referenced for Parish/Agency activities  Choose an item. |  |  |  |  |
| **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, and children from culturally and linguistically diverse backgrounds and children with particular vulnerabilities, for example, children who can’t live at home. |  | Code of Behaviour for Church workers emphasises any child from any background or vulnerability.  Safeguarding Policy and Handbook is implemented and continually referenced for Parish/Agency activities  Choose an item. |  |  |  |  |
| **Criteria 1.5**  The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children | **1.5.1** The Parish/Agency has a clearly documented Safeguarding risk management plan, as part of its overall risk management strategy, which considers actual and potential risks relating to children. |  | Not audited for 2020 |  |  |  |  |
| **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. |  | Not audited for 2020. |  |  |  |  |
| **1.5.3** The Parish/Agency manages safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks. |  | Not audited for 2020. |  |  |  |  |
| **Criteria 1.6**  Personnel understand their obligations on information sharing and record keeping | **1.6.2** The Parish/Agency applies 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; * information and/or records are treated as confidential and records are appropriately secured. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Access to secure records is restricted to authorised Church Workers  All records dealing with complaints are forwarded to the Safeguarding Office  Choose an item. |  |  |  |  |

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| **STANDARD 2. Children are safe, informed and participate** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 2.1**  Children are informed about their rights, including safety, information and participation | **2.1.1** The Parish has Archdiocese approved age and appropriate strategies to proactively:   * + engage with children; and   + seek children’s views; and   + consult children about decisions that affect them; and   + consult children about what makes them feel safe and how this can be recognised and implemented. |  | Safeguarding Handbook provides engagement direction Church workers  Parish/Agency Safeguarding Officer/s and clergy have completed Safeguarding Children training sessions  Relevant Church workers and volunteers (involved with children) have attended information sessions on Safeguarding policy and procedures  Code of Behaviour for Church workers implemented and promoted  Choose an item. |  |  |  |  |
| **2.1.2 C**hildren 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. |  | Child Safeguarding is iterated at all child related activities  Safeguarding Commitment Statement is continuously promoted and publicly available  Child safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  Code of Behaviour for Church workers implemented and promoted  Choose an item. |  |  |  |  |
| **Criteria 2.2**  The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated | **2.2.1** Archdiocese approved age and developmentally appropriate information about safe and respectful peer relationships, including through social media is provided to children. |  | Church Workers apply Safeguarding Handbook policy and procedure  Parish publicly promotes the Safeguarding Commitment Statement and Handbook content to children  Choose an item. |  |  |  |  |
| **Criteria 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 | **2.3.1** Where relevant, Archdiocese approved information, access and/or referral to abuse prevention programs, appropriate to the child’s age, development, ability and level of understanding is provided to children and families,. |  | Parish publicly promotes the Archdiocese Safeguarding Commitment Statement and Handbook content  Child safeguarding emphasised as a whole of Parish community responsibility at formal and informal meetings and gatherings  Resources on prevention and education is accessible within the Parish/Agency (e.g. Protecting God’s Children etc.)  Training on Prevention and Education provided Parish/Agency wide  Choose an item. |  |  |  |  |
| **Criteria 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 | **2.4.1** Church workers have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns. |  | Safeguarding Handbook provides engagement direction for Safeguarding officer/s and other Church workers  Church workers have completed Safeguarding Children training sessions  Relevant Church workers and volunteers have attended information sessions on Safeguarding policy and procedures  Training on Prevention and Education provided Parish/Agency wide  Choose an item. |  |  |  |  |

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| **STANDARD 3. Partnering with families, carers and communities** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 3.1**  Families and carers participate in decisions affecting their child | **3.1.1** The Parish/Agency supports and encourages families and carers to take an active role in monitoring children’s safety when participating in activities. |  | Child safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  Training on Prevention and Education provided Parish/Agency wide  Parents/Carers have ready access to the Safeguarding Handbook  Choose an item. |  |  |  |  |
| **Criteria 3.2**  The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible | **3.2.1** The Parish/Agency promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its child safeguarding approach. |  | Child Safeguarding is included in all meeting agendas  Safeguarding Commitment Statement is continuously promoted and publicly available  Child safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  Choose an item. |  |  |  |  |
| **3.2.2** The Parish/Agency provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Co-ordinator(s) and /or Officer(s). |  | Safeguarding Officer/s role and responsibilities continually communicated Parish/Agency-wide  Safeguarding Handbook is accessible and continually referenced for Parish/Agency activities  Safeguarding Posters prominently displayed and Website promoted  Choose an item. |  |  |  |  |
| **Criteria 3.3**  Families, carers and communities have a say in the entity’s policies and practices | **3.3.1 P**rocesses are in place to engage families, carers and communities about their views on policies and practices for keeping children safe. |  | Child safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  The Parish/Agency holds two-way Information meetings on Parish/Agency activities frequently  Information meeting feedback is encouraged and used to improve practices and/or Archdiocese policy and practices  The Parish/Agency promotes and participates in community forums on safeguarding children (e.g. Child Protection Week, etc.)  Parents/Carers have ready access to the Safeguarding Handbook  Choose an item. |  |  |  |  |
| **Criteria 3.4**  Families, carers and communities are informed about the entity’s operations and governance | **3.4.1** The Parish/Agency ensures families, carers and communities are aware of the roles and responsibilities of Church workers providing activities directly to their children. |  | Parish/Agency publicly promotes and makes accessible the Safeguarding Commitment Statement and Handbook content  Parents/Carers have ready access to the Safeguarding Handbook  Safeguarding Officer/s role and responsibilities continually communicated Parish/Agency-wide  Choose an item. |  |  |  |  |
| Criteria 3.5  The entity takes a leadership role in raising community awareness of the dignity and rights of all children | 3.5.1 Appropriate to the context or setting, the Parish/Agency 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. |  | The Parish/Agency promotes and participates in community forums on safeguarding children (e.g. Child Protection Week, etc.)  Community Forum feedback is used to inform practices and/or Archdiocese policy and practices  Choose an item. |  |  |  |  |

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| **STANDARD 4. Equity is promoted and diversity respected** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| Criteria 4.1  The entity actively anticipates children’s diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable | 4.1.1 The Parish/Agency applies the Child Safeguarding Policy [refer to Indicator 1.1.1] and practices to understand, and identify diverse circumstances and experiences that increase a child’s vulnerability to abuse. |  | Safeguarding Policy and Handbook is accessible and continually referenced for Parish/Agency activities  Safeguarding practices are implemented and continually applied in Parish/Agency activities  Feedback (e.g. from meetings, Risk Management etc.) is encouraged and used to improve diversity and engagement and/or Archdiocese policy and practices  Choose an item. |  |  |  |  |
| **4.1.2** The Parish/Agency applies the Complaints Handling Policy [refer to Criterion 6.1] and practices to understand 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. |  | Safeguarding Policy and Handbook is implemented and continually referenced for Parish/Agency activities  Feedback (e.g. from meetings, Risk Management etc.) is encouraged and used to improve diversity and engagement and/or Archdiocese policy and practices  Choose an item. |  |  |  |  |
| **Criteria 4.2**  All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand | **4.2.1** The Parish/Agency promotes Archdiocese approved child-friendly material in accessible language and formats that promotes inclusion and informs all children of the support and complaints processes available to them. |  | The Parish/Agency publicly promotes the Safeguarding Commitment Statement and Handbook content and website  Archdiocese approved child-friendly material is distributed and promoted  The Archdiocese publication “God gave Elizabeth Grace the Right to Feel Safe” was promoted  Choose an item. |  |  |  |  |
| **Criteria 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. | **4.3.1** The Parish applies the Child Safeguarding Policy [refer to Indicator 1.1.1] and practices to reflect attitudes and behaviours that respect the human rights of all children and are inclusive and responsive to diverse needs. |  | Safeguarding Policy and Handbook is accessible and continually referenced for Parish/Agency activities  Safeguarding practices are implemented and continually applied in Parish/Agency activities  Feedback (e.g. from meetings, Risk Management etc.) is encouraged and used to improve diversity and engagement and/or Archdiocese policy and practices  Choose an item. |  |  |  |  |

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| **STANDARD 5. Robust human resource management** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 5.2**  Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks | **5.2.1** The Parish/Agency complies with the Diocese Safeguarding 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. |  | Church workers who work with children have a current Work With Children Check (WWCC)  Church workers who work with children have a National Police Clearance (NPC)  Church workers who do require a WWCC have a National Police Clearance (NPC)  Application and Declaration forms and all other HR documents are administered and stored securely  Choose an item. |  |  |  |  |
| **5.2.2** The Parish/Agency keeps records and monitors the status of working with children checks and/or background checks for all relevant Church Workers. |  | The Parish/Agency maintains a secure record of for all relevant Church Workers who have WWCC and NPC holders including expiry dates  Choose an item. |  |  |  |  |
| **Criteria 5.3**  Personnel receive an appropriate induction and are aware of their child safeguarding responsibilities, including reporting obligations | **5.3.1** All Church Workers participate in a safeguarding induction program and/or information sessions, which occurs as soon as possible after commencement. |  | Safeguarding Officer/s and clergy have completed Safeguarding Children training sessions ASAP  Relevant Church workers and volunteers have attended information sessions on Safeguarding policy and procedures  Training and Information Sessions participation are recorded as part of HR practices and stored securely  Choose an item. |  |  |  |  |
| **Criteria 5.4**  Ongoing supervision and people management is focused on child safeguarding | **5.4.1** Support, mentoring, oversight and professional supervision processes for Church Workers include child safeguarding [refer to Indicator 5.5.3]. |  | The Parish/Agency holds two-way Information meetings with Church workers as needed  The Parish/Agency holds two-way Information meetings with relevant Church workers weekly  The Parish/Agency holds two-way Information meetings with relevant Church workers Monthly  The Parish/Agency holds two-way Information meetings with relevant Church workers Quarterly  Choose an item. |  |  |  |  |
| **5.4.2** Annual Church performance reviews for relevant Church workers include child safeguarding relevant to their role [refer to Indicator 5.5.4]. |  | The Parish/Agency holds informal or formal two-way Information performance meetings with relevant Church workers as needed  The Parish/Agency holds informal or formal two-way Information performance meetings with relevant Church workers regularly  Choose an item. |  |  |  |  |

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| **STANDARD 6. Effective complaints management** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 6.1**  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 | **6.1.1** The Parish/Agency adheres to Archdiocese policies, procedures and practices ensure that all mandatory reporting obligations are met. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Complaints are handled according to Safeguarding Reporting policy  Choose an item. |  |  |  |  |
| **6.1.5** The Parish/Agency has roles and responsibilities in relation to handling complaints are articulated within the Complaint Handling Policy and procedures. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Safeguarding Handbook provides engagement direction for Safeguarding officer/s and other Church Workers  Complaints are handled according to Safeguarding Reporting policy  Choose an item. |  |  |  |  |
| **6.1.7** The Parish/Agency has a Archdiocese approved process 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]. |  | Safeguarding Handbook provides engagement direction for all Church Workers  The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Access to secure records is restricted to authorised Church Workers  All records dealing with complaints are forwarded to the Safeguarding Office  Choose an item. |  |  |  |  |
| **Criteria 6.2**  The entity has a child-focused complaints handling system that is understood by children, families, carers and personnel | **6.2.1** The Parish/Agency promotes the Archdiocese approved complaints handling system that prioritises the safety and well-being of children. |  | Parish/Agency publicly promotes the Safeguarding Handbook in digital and hard copy formats  Choose an item. |  |  |  |  |
| **6.2.2** The Archdiocese approved Complaints Handling Policy and procedures are made publicly available by the Parish/Agency in a variety of formats, including age and developmentally appropriate for children, enabling complaints processes to be easily understood. |  | Parish/Agency publicly promotes the Safeguarding Handbook in digital and hard copy formats  Code of Behaviour for Children (Form 12) implemented and promoted  Choose an item. |  |  |  |  |
| **Criteria 6.3** Complaints are taken seriously, and responded to promptly and thoroughly | **6.3.4** Parish/Agency complainants are responded to promptly and kept informed as to the progress of dealing with their complaint. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  The Parish/Agency ensures that confidential records for complaints are secure and evidence preserved  All records dealing with complaints are forwarded to the Safeguarding Office  Choose an item. |  |  |  |  |
| **6.3.5** Support and care are provided by the Parish/Agency to a child who has experienced or is alleging abuse, and other affected parties. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Code of Behaviour for Children (Form 12) applied  Choose an item. |  |  |  |  |
| **6.3.6** The Parish/Agency ensures that 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]. |  | The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Choose an item. |  |  |  |  |
| **6.3.7** The Parish/Agency promotes Archdiocese approved 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. |  | Child Safeguarding is included in all meeting agendas  Safeguarding Commitment Statement is continuously promoted and publicly available  Child safeguarding emphasised as a whole of Parish/Agency community responsibility at formal and informal meetings and gatherings  The Parish/Agency promotes and participates in community forums on safeguarding children  Choose an item. |  |  |  |  |

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| **STANDARD 7. Ongoing education and training** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
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| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| **Criteria 7.3**  Personnel receive training and information to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse | **7.3.1** The Parish/Agency ensures that relevant personnel are provided training to appropriately respond to and support those bringing forward concerns, disclosures and allegations of child abuse [refer to Indicator 4.1.2]. |  | Parish/Agency Safeguarding Officer/s and clergy have completed Safeguarding Children training sessions  Church Workers induction includes a Safeguarding component  The Parish/Agency holds two-way Information meetings with Church workers as needed  The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Choose an item. |  |  |  |  |
| **7.3.2** The Parish/Agency ensures that relevant personnel are provided training to ensure personnel are aware of information sharing and record keeping policies and procedures [refer to Indicator 1.6.2]. |  | Relevant Church workers and volunteers have attended information sessions on Safeguarding policy and procedures  Church Workers induction includes an Information/Record Keeping component  The Parish/Agency holds two-way Information meetings with Church workers as needed  The Parish/Agency applies the Safeguarding Handbook—“Responding to concerns, suspicions or disclosures of abuse practice”  Choose an item. |  |  |  |  |

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| **STANDARD 8. Safe physical and online environments** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| Criteria 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 | 8.1.3 Church workers are proactive in identifying and mitigating physical and online risks to children. |  | Safeguarding Officer/s and clergy apply Safeguarding Handbook policy and procedure  Risk Management Plans used child activities  Risk Management Plan in development  Risk Management Plan awaiting support tool kit  Choose an item. |  |  |  |  |
| 8.1.4 The Parish/Agency applies Diocese approved policy and practices 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*. |  | Safeguarding Policy and Handbook is implemented and continually referenced for Parish/Agency activities to ensure safe practices  An Attendance Register is established for child activities  Meeting Record is established for ministries and or services such as counselling and other one-on-one engagement with children (e.g. counselling, mentoring, coaching and spiritual direction)  Choose an item. |  |  |  |  |
| Criteria 8.3  Risk management plans [refer to Indicator 1.5.1] consider risks posed by the entity’s settings, activities and physical environments | 8.3.1 The Parish/Agency 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. |  | Risk Management Plans developed for child activities  Risk Management Plan in development  Risk Management Plan awaiting support tool kit  Choose an item. |  |  |  |  |
| Criteria 8.4  Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children | 8.4.1 The Parish/Agency 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. |  | Risk Management Plans developed for child activities  Risk Management Plan in development  Risk Management Plan awaiting support tool kit  Form 7 completed for each consideration/approval  Choose an item. |  |  |  |  |
| 8.4.2 The Parish/Agency 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. |  | Risk Management Plans developed for child activities  Risk Management Plan in development  Risk Management Plan awaiting support tool kit  An approved list of accredited Third parties is established to mitigate risk  Choose an item. |  |  |  |  |

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| **STANDARD 10. Policies and procedures support child safety** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Compliance**  ***(Please include details why indicator is not applicable. Otherwise, include how you complied with the indicator, including any planned activity in progress or not yet implemented.)*** | **Compliance Assessment Scale** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Not addressed** | **Initial / Ad hoc** | **Defined & developed** | **Managed & measurable** |
| Criteria 10.2  Policies and procedures are accessible and easy to understand | 10.2.1 The Parish/Agency ensures that Archdiocese approved policies & procedures relevant to safeguarding [refer to Indicator 10.1.1] are readily available and accessible to personnel. |  | Safeguarding Handbook is accessible and continually referenced for Parish/Agency activities  Safeguarding Posters prominently displayed and Website promoted  Safeguarding Commitment Statement is continuously promoted and publicly available  Choose an item. |  |  |  |  |
| Criteria 10.5  Personnel understand and implement the policies and procedures | 10.5.1 The Parish/Agency encourages regular discussion and feedback from Church workers on their understanding and practical implementation of Archdiocese approved policies and procedures. |  | The Parish/Agency holds two-way Information meetings with Church workers as needed  The Parish/Agency holds two-way Information meetings with relevant Church workers weekly  The Parish/Agency holds two-way Information meetings with relevant Church workers Monthly  The Parish/Agency holds two-way Information meetings with relevant Church workers Quarterly  Choose an item. |  |  |  |  |

**CAPAC/Parish / Agency Safeguarding Activities Assessment Tool (SAAT)**

**COMPLETION VERIFICATION**

|  |  |  |  |  |  |  |  |
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| **Upon Completion of the SAAT the Participating Parish Priest/Agency Director and the Safeguarding Officer/s Must Sign to Verify.** | | | | | | | |
| **Sign** |  | **Name** |  | **Position** |  | **Date** | Click here to enter a date. |
| **Sign** |  | **Name** |  | **Position** |  | **Date** | Click here to enter a date. |
| **Sign** |  | **Name** |  | **Position** |  | **Date** | Click here to enter a date. |
| **A copy is to be forwarded to the Safeguarding Program Office.**  **A copy is to remain on file at the Parish/Agency.** | | | | | | | |

**CAPAC/PARISH/AGENCY SAFEGUARDING ACTIVITIES ASSESSMENT TOOL (SAAT)**

**SECTION 3—SELF-ASSESSMENT NOTES FOR ACTION**

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| **STANDARD** | **INDICATOR (Number)** | **NOTES/COMMENTS** | **RECOMMENDED ACTION** |
| 1. **Committed leadership, governance and culture** |  |  |  |
| 1. **Children are safe, informed and participate** |  |  |  |
| 1. **Partnering with families, carers and communities** |  |  |  |
| 1. **Equity is promoted and diversity is respected** |  |  |  |
| 1. **Robust human resource management** |  |  |  |
| 1. **Effective complaints management** |  |  |  |
| 1. **Ongoing education and training** |  |  |  |
| 1. **Safe physical and online environments** |  |  |  |
| 1. **Continuous improvement** |  |  |  |
| 1. **Policies and procedures support child safety** |  |  |  |

1. Indicators: 1.5.1; 1.5.2; 1.5.3; 8.3.1; 8.4.1; 8.4.2 [↑](#footnote-ref-1)
2. Risk Management, Personnel and Information Management planning, training and implementation will be progressed by CAPAC in 2021. Risk Management will not form part of the Audit. [↑](#footnote-ref-2)