**COVER SHEET**

**Safeguarding Activities Assessment Tool (SAAT)**

**USER : PARISH**

**SCOPE : SELF-ASSESSMENT [ NATIONAL CATHOLIC SAFEGUARDING STANDARDS]**

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| **This form is to be completed by the Parish Priest and the Safeguarding Officer/s** | | | | | | |
| **Location** |  | | **Date** | |  | |
| **Mass Centre/s** | **1.** | | **3.** | | |  |
| **2.** | | **4.** | | |  |
| **Person/s Completing Assessment** | | | | | | |
| **SURNAME** | **FIRST NAME** | **SIGN** | | **ROLE** | | |
|  |  |  | | PARISH PRIEST | | |
|  |  |  | | SAFEGUARDING OFFICER 1 | | |
|  |  |  | | SAFEGUARDING OFFICER 2 | | |

**NOTE: Mass Centres do not have to complete a SAAT. The Mass Centres can be combined into the Parish SAAT.**

**SECTION 1 – INSTRUCTIONS**

**Introduction**

The SAAT has been developed by the Safeguarding Program Office (SGP) for application at the Parish level. It is based on the National Catholic Safeguarding Standards (NCSS) (Edition 2 -Provisional). The SAAT is a Self-Assessment for conformance to the Parish specific NCSS criteria and indicators on behalf of the Entity (Catholic Archdiocese of Perth—CAP). The SAAT will demonstrate your commitment to safeguarding policies, processes and culture.

The SAAT is organised into four Sections:

1. Section 1—Instructions
2. Section 2—Conformance to STANDARDS
3. Section 3 – **STANDARDS** Action Plan (For Non-Conformances)
4. Section 4—**N**on-**C**onformance **R**eport (NCR) – ***Safeguarding Program Office Use Only***

**How to complete the SAAT**

1. The Parish Priest with the safeguarding officer/s should work together to complete the SAAT as a self-assessment exercise.
2. Complete the Cover Sheet.
3. Carefully read each of the NCSS criteria and indicator in Section 2 to understand what is needed and determine if Applicable or Not Applicable. To help you consider, you can refer to <https://www.acsltd.org.au/>
4. All criteria must be completed based on evidence of conformance. Also, consider how you may have other evidence on top of those mentioned.
5. The Conformance Level is intended to help you determine at what level of implementation you are at and help you to identify what actions you need to do within an acceptable timeframe —*remember it is a collective approach.*
6. In Section 3, paying particular attention to where you have selected “Nothing done” or “Bits done but no action”, fill out **CRITERIA**, **COMMENT** & **NEXT STEPS**. Also, **WHO** will take these next steps & **WHEN** the next steps will be completed.
7. Forward the completed SAAT to the SGP Office as a PDF document. A copy is to remain on file in the office. A copy is to be shared with the Parish Council.
8. The SGP Office will assist to review the SAAT, identify potential risks and provide recommendations for continuous improvements in the **NCR**. With a well completed SAAT, we can work together to develop an outcome focused improvement plan and track progress.

**Acronyms used in the SAAT: -**

**ACSL—Australian Catholic Safeguarding Ltd CAPAC—Catholic Archdiocese of Perth Administration Centre CAP—Catholic Archdiocese of Perth**

**NCSS—National Catholic Safeguarding Standards NPC—National Police Clearance SGP - Safeguarding Program**

**SAAT—Safeguarding Activities Assessment Tool CW - Church Workers/Safeguarding Officer WWCC—Work with Children Check**

**NCR – Non-Conformance Report (Safeguarding Program Office Use Only)**

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

**HRM—Human Resource Management SGP—Safeguarding Program NC – Non-Conformance**

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| **Level** | **General** | **Processes** | **People/Resources** |
| Nothing done | * Unable to demonstrate that the requirements of the indicator are in place and/or are operating effectively and continuously. | * Processes are non-existent or partially exist; but the requirements of the indicator have not been addressed. | * No resources have been assigned. |
| Bits done but no action | * Has started to address the indicator, however processes are ad-hoc or are applied on a case-by-case basis. | * Some processes of indicator requirements have been implemented however they lack clarity. | * Resources are not formally assigned. |
| Preparation done but no action | * Has addressed the indicator and is in the process of implementing the requirements. | * Processes have been defined and developed, however are not yet rolled out. | * Resources have been assigned and responsibilities defined, however there is no formal training or communication. |
| Fully actioned and in-use | * Has demonstrated that indicator requirements are formally embedded and are operating. | * Processes are integrated and coordinated. | * Personnel have been trained to detect and report on deviations. * Resources have been assigned to monitor and address non-compliance. |

**SECTION 2 – CONFORMANCE TO STANDARDS**

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| **STANDARD 1. Committed Leadership, Governance and Culture** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **1.1**  There is a public commitment to safeguarding that takes a zero-tolerance approach to abuse. | The CAP Safeguarding Policy is publicly available. |  | * Safeguarding Handbook is accessible |  |  |  |  |
| The CAP Safeguarding Commitment Statement is openly displayed. |  | * CAP Commitment Statement accessible on websites and displayed |  |  |  |  |
| **1.2**  A culture of safeguarding children and adults is championed and modelled at all levels of the entity from the top down and bottom up. | Create and maintain a culture of safeguarding with transparent Governance. |  | * Included in all meeting agendas * Appoint CW and clearly define responsibilities * Safeguarding Handbook is accessible and referenced * Safeguarding posters are prominently displayed and promoted * Emphasised as a community responsibility at gatherings |  |  |  |  |
| **1.3**  A Code of Conduct sets clear behavioural standards towards children and adults. | The CAP approved Code of Conduct is in place for all Church workers. |  | * Code of Behaviour (Form 6) for CW implemented * CW signed declaration forms & provided with Safeguarding Handbook |  |  |  |  |
| **1.4**  Personnel understand their obligations on information sharing and record keeping. | Proper record keeping. |  | * Access to secure records is restricted to authorised CW * All records dealing with complaints are forwarded to the SGP Office |  |  |  |  |

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| **STANDARD 2. Children and Adults are Safe, Informed and Participate** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nothing done** | **Bits done but no Action** | **Prep done but no action** | **Fully actioned & in-use** |
| **2.1**  Children and adults are informed about their rights, including safety, decision-making, participation and how a complaint will be managed. | There are approved age appropriate and proactive strategies to engage, seek views and consult with children and adults. |  | * CW & Clergy have completed Safeguarding induction * Code of Behaviour (Form 6) for CW implemented |  |  |  |  |
| Children and adults at risk are made aware of their right, and who to contact if they have concerns about their safety or the safety of others. |  | * Child and adults at risk are emphasised as a community responsibility at meetings and gatherings * Reporting & Responding resource is communicated |  |  |  |  |
| **2.2**  The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated. | Provide age and developmentally appropriate information about safe and respectful peer relationships, is provided to children. |  | * CW apply Safeguarding Handbook * Safeguarding Commitment Statement and Handbook are promoted * Resources on prevention and education are promoted * Safeguarding emphasised as a community responsibility at meetings and gatherings |  |  |  |  |
| **2.3**  The importance of relationships and social connections for adults at risk is recognised and encouraged, helping them to feel safe and less isolated. | Adults at risk (or their carers where appropriate), are provided with information about safe and respectful relationships. |  | * CW apply Safeguarding Handbook * Safeguarding Commitment Statement and Handbook are promoted * Resources on prevention and education are promoted * Safeguarding emphasised as a community responsibility at meetings and gatherings |  |  |  |  |
| **2.4**  Where relevant to the setting or context, children and families are offered access to abuse prevention programs and related information that is age appropriate. | Children and families are provided with information, access and/or referral to abuse prevention programs, appropriate to the child’s age, development, ability, and level of understanding. |  | * Promote pastoral response to family domestic violence * Resources on prevention & education are promoted * Protecting God’s Children workshop are promoted |  |  |  |  |

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| **STANDARD 3. Partnering with Families, Carers and Communities** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
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| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **3.1**  Families and carers participate in decisions affecting their child, or adults with diminished capacity | Supports and encourages parents and carers to take an active role in monitoring the safety of those engaged in the ministry and/or service. |  | * Safeguarding emphasised as a community responsibility at meetings and gatherings * Resources on prevention and education are promoted * Parental consent is applied * Surveys include safeguarding |  |  |  |  |
| **3.2**  Families, carers and communities are engaged with and are provided information about the approach to safeguarding. | Promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its approach to safeguarding of children and adults. |  | * Safeguarding is included in all meeting agendas * Safeguarding Commitment Statement & Handbook are promoted * Safeguarding emphasised as a community responsibility at meetings and gatherings * Surveys include safeguarding |  |  |  |  |
| Provides families, carers and communities with relevant safeguarding information. |  | * Resources on prevention and education are promoted * Safeguarding Handbook is accessible and referenced * Safeguarding posters are promoted * Safeguarding Officers contact are provided * Safeguarding Sunday mass is celebrated |  |  |  |  |
| **3.3**  Families, carers and communities are informed about the operations and governance; and have an opportunity to have a say in the safeguarding policies and practices. | Processes are in place to engage families, carers and communities about their views on safeguarding policies and procedures. |  | * Holds Information meetings * Feedback is encouraged and used to improve practices * Promotes and participates in community forums on safeguarding children (e.g. Child Protection Week, etc.) * Safeguarding Handbook is accessible & promoted * Parish survey includes safeguarding * Safeguarding feedback is enabled on parish website & office |  |  |  |  |
| **3.4**  The parish raises community awareness of the dignity and rights of all children and adults. | The parish promotes and/or participates in activities which raise awareness of abuse prevention and the rights and dignity of children and adults at risk. |  | * Child Protection Week activities are promoted * Notices to promote awareness on social issues (e.g. modern slavery, poverty) * Code of Behaviour (Form 6) for CW implemented |  |  |  |  |

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

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
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| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **4.1**  The diverse circumstances and backgrounds of children and adults at risk are acknowledged and accommodated by providing appropriate support. | Applies the Safeguarding Policy & procedure to understand and identify diverse circumstances and experiences that increase the risk of abuse. |  | * Safeguarding Handbook is accessible and referenced * Safeguarding practices are implemented and applied * Feedback is encouraged and used to improve diversity and engagement |  |  |  |  |
| Applies the Complaints Handling Policy & procedure to address barriers that may prevent a disclosure of abuse being made and that hinder CW from recognising and responding appropriately. |  | * Reporting and Responding resource are communicated * Reporting plan is accessible publicly |  |  |  |  |
| **4.2**  Children and adults have access to information, support and complaints processes in ways that promote inclusion, are culturally safe, and accessible. | Promotes culturally safe space, accessible information and easy to understand. Informs all children of the support and complaints processes available to them. |  | * CAP approved child-friendly material is distributed and promoted * CAP publications are promoted in culturally safe methods * Safeguarding Officers contact is publicly available |  |  |  |  |
| **4.3**  The diverse needs of Aboriginal and Torres Strait Islander people, those living with disability, those from culturally and linguistically diverse backgrounds, children and adults who are unable to live at home, and those of diverse sexuality, are acknowledged. | Applies Safeguarding Policy to empower children and adults by reflecting attitudes and behaviours that respect their inherent dignity, are inclusive and are responsive to diverse needs. |  | * Safeguarding practices are implemented and applied * Feedback is encouraged and used to improve diversity and engagement |  |  |  |  |

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| **STANDARD 5. Robust Human Resource Management** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
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| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **5.1**  A strong commitment to safeguarding underpins recruitment. | The commitment to safeguarding and a zero-tolerance approach to abuse are explicit in advertising, screening, and recruitment for personnel. |  | * CW are interviewed for positions * CW signed declaration forms & provided with Safeguarding Handbook * CW registration & database in use * Safeguarding Officer position description available * Safeguarding Officer nomination form available |  |  |  |  |
| **5.2**  Personnel have current clearances (for example working with children checks) and/or equivalent background checks relevant to their role | All CW are required to have a background check and clearance (as relevant to their role). |  | * Screening and Monitoring Policy and Procedures requirements are fulfilled * CW who works with children have a current WWCC * CW have an NPC relevant to their role * CW signed declaration forms & applications are administered and stored securely |  |  |  |  |
| Maintains records and monitors the status of all checks for all relevant CW. |  | * Maintains a secure record of for all relevant CW who require and have WWCCs and NPCs including expiry dates * Monitors the status of all checks to ensure currency |  |  |  |  |
| **5.3**  Personnel complete appropriate induction and are aware of their safeguarding responsibilities, including reporting obligations. | All CW participate in a safeguarding induction program, which occurs as soon as possible after commencement. |  | * CW and Clergy have completed safeguarding induction * Safeguarding induction participations are recorded and stored securely |  |  |  |  |
| **5.4**  Ongoing supervision and people management includes an emphasis on safeguarding responsibilities. | Support, mentoring, oversight for CW with specific consideration of adherence with the Code of Behaviour. |  | * Continually promotes the Code of Behaviour * Holds Information meetings * Provide professional development e.g. conflict resolution, suicide prevention, grooming behaviours, cultural diversity training |  |  |  |  |

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| **STANDARD 6. Effective Complaints Management** |

| **Criteria** | **Indicator** | **Not Applicable** | **Evidence of Conformance** | **Conformance Level** | | | |
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| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **6.1**  Complaints Handling Policy outlines the roles and responsibilities, approaches to dealing with different types of complaints, reporting obligations and record keeping requirements. | CAP policies, procedures and practices ensure that all mandatory reporting obligations are met. |  | * Safeguarding Handbook is promoted — “Responding to concerns, suspicions or disclosures of abuse” * Complaints are handled according to Safeguarding Reporting process * Reporting and Responding resource are communicated |  |  |  |  |
| Roles and responsibilities in relation to handling complaints are articulated within the Complaint Handling Policy and procedures. |  | * CW apply Safeguarding Handbook * Complaint handling policy is understood |  |  |  |  |
| Liaison with SGP and WAPSO to ensure that all abuse complaints, incidents, disclosures, concerns and referrals are recorded, and confidential information is stored, protected and retained according to the Privacy ACT, and for 50 years. |  | * Safeguarding Handbook is promoted — “Responding to concerns, suspicions or disclosures of abuse” * Access to secure records is restricted to authorised CW * All records dealing with complaints are forwarded to SGP Office |  |  |  |  |
| **6.2**  The Complaint Handling Policy is understood by children, adults, families, carers, and personnel, and focuses on the rights of children and adults at risk. | The Complaints Handling Policy is understood by children, adults, families, carer, CW and the safety and well-being of children & adults at risk are prioritised. |  | * Safeguarding Handbook is promoted — “Responding to concerns, suspicions or disclosures of abuse” * Code of Behaviour for Children (Form 12) implemented |  |  |  |  |
| **6.3**  The Complaints Handling Policy includes the process of reporting complaints and concerns to relevant authorities, requiring cooperation with any statutory or contractual processes. | Concerns and complaints of child abuse occurring be reported to the appropriate statutory authority/ies;  Concerns and/or complaints of serious offences against adults be reported to statutory authorities; and  CW cooperate with law enforcement procedures and directives. |  | * Safeguarding Officer poster is on prominent display * Reporting resources are accessible on the website * CW & Clergy have completed safeguarding induction |  |  |  |  |
| **6.4**  Complaints are taken seriously and responded to promptly and thoroughly (with consideration to the needs of adults at risk). | Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint. |  | * Safeguarding Handbook is promoted — “Responding to concerns, suspicions or disclosures of abuse” * Ensures that confidential records for complaints are secure and evidence preserved * All records dealing with complaints are forwarded to SGP Office |  |  |  |  |
| Trauma-informed and victim-centred support and care are offered to any child or adult who has experienced or is alleging abuse. |  | * Safeguarding Handbook is promoted — “Responding to concerns, suspicions or disclosures of abuse” * Code of Behaviour for Children (Form 12) applied * Referral pathway is available & provided |  |  |  |  |
| Sharing information relating to complaints adheres to the Australian Privacy Principles and relevant legislation. |  | * CAP privacy policy is applied |  |  |  |  |
| Policies and processes that empower and support CW to raise, in good faith, concerns and allegations about unacceptable behaviour towards children & adults. |  | * Safeguarding is included in all meeting agendas * Safeguarding Commitment Statement & Handbook is continuously promoted * Safeguarding emphasised as a collective community responsibility at meetings and gatherings * CW & Clergy have completed safeguarding induction * Promotes and participates in community forums on safeguarding * Safeguarding Officers have been appointed |  |  |  |  |

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| **STANDARD 7. Ongoing Education and Training** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
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| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **7.1**  Personnel are trained and supported to implement the safeguarding policies and procedures. | Provide safeguarding induction to CW and refresher training (at least every three years) on safeguarding policies and procedures. |  | * CW & Clergy have completed safeguarding induction * CW & Clergy have completed safeguarding refresher program * Holds information meetings with CW |  |  |  |  |
| **7.2**  Personnel are supported to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child. | CW are provided training and knowledge to:   * + - * understand the nature and impact of child abuse;       * understand the nature, factors and impact of institutional abuse;       * identify risk factors, such as grooming behaviours;       * understand, identify, and respond to abusive behaviours by a child towards another child. |  | * CW & Clergy have completed safeguarding induction * CW & Clergy undertake professional development (e.g. grooming) * Protecting God’s Children workshops are held for CW & Clergy * Holds information meetings with CW |  |  |  |  |
| **7.3**  Personnel are supported to recognise the factors that contribute to adult abuse, with a focus on adults at risk. | Relevant CW are provided training and knowledge to:   * + - * understand the nature and impact of adult abuse       * understand the nature, factors, and impact of institutional abuse       * identify risk factors, such as abuse of power, and exploitation       * recognise how adults and institutions can be groomed, including how power imbalances can be exploited       * understand what could make specific adults at increased risk of abuse. |  | * CW & Clergy have completed safeguarding induction * CW & Clergy undertake professional development (e.g. suicide prevention, elder abuse, pastoral response to family domestic violence) * Holds information meetings with CW |  |  |  |  |
| **7.4**  Personnel receive training and information on how to build culturally safe environments for children and adults. | Training is provided to relevant personnel to equip them with the knowledge and understanding of diverse cultural backgrounds and how to create safe environments for people from these groups. |  | * CW &Clergy have attended cultural competency training * Cultural groups are invited to share information on cultural diversity |  |  |  |  |
| **7.5**  Personnel have the information and skills to respond effectively to safeguarding risks, concerns, disclosures, and allegations of abuse. | Ensures that relevant personnel are provided education and training to appropriately respond to and support anyone bringing forward concerns, disclosures and allegations of abuse. |  | * CW & Clergy have completed safeguarding induction * Applies the Safeguarding Handbook— “Responding to concerns, suspicions or disclosures of abuse” |  |  |  |  |
| Ensures that relevant personnel are aware of information sharing and record keeping policies and procedures. |  | * The Safeguarding handbook is accessible and referenced |  |  |  |  |

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| **STANDARD 8. Safe Physical and Online Environments** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Full actioned & in-use** |
| **8.1**  The Safeguarding Risk Management Strategy addresses both physical and online risks, without compromising the individual’s right to privacy or wellbeing. | CW are proactive in identifying and mitigating physical and online risks to children. |  | * CW & Clergy apply Safeguarding Handbook * Code of Behaviour is accessible and referenced |  |  |  |  |
| Manage risks involving:   * one-to-one interactions between an adult and a child; * ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring; * potential physical contact between the penitent and confessor where the sacrament of reconciliation is celebrated; and * one-to-one interactions with adults at risk   and wherever possible that these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. |  | * Safeguarding Handbook is implemented and referenced * An Attendance Register is established for child activities * Church layouts are configured to improve natural surveillance * Meeting Record is established for ministries and services such as counselling and other one-on-one engagement with children & adults at risks (e.g. counselling, mentoring, coaching and spiritual direction) |  |  |  |  |
| **8.2**  Risk management plans address the range of settings, activities and physical environments in which ministry and/or services occur. | Applies the Safeguarding Risk Management Framework to mitigate safeguarding risks in the physical environments under its control and/or management including persons who pose unacceptable risk to others. |  | * Risk Assessments undertaken for activities * Risk Assessments undertaken for persons who may posse unacceptable risk to others * Risk Management Plan in development * Risk Management Plan developed and implemented |  |  |  |  |
| **8.3**  The online environment is used in accordance with the Code of Conduct and Safeguarding Policy. | Personnel access and use online environments in line with the Code of Conduct, Privacy Act and relevant communication protocols. |  | * IT best practices / user-agreement for end-user * Online environment is monitored * Safeguarding Handbook is accessible & referenced * CW & Clergy signed declaration forms |  |  |  |  |

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| **STANDARD 9. Continuous Improvement** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Full actioned & in-use** |
| **9.1**  The parish safeguarding practices for the protection of children and adults at risk are regularly reviewed. | Safeguarding Plan outlines how safeguarding practices are monitored and reviewed, and how this information is reported. |  | * Holds information meetings with CW * Parish Council meeting agenda include topics, discussions and debrief * Feedback forms are made available and accessible |  |  |  |  |
| Clergy and SGO/s coordinate annual self-assessments at the local level |  | * Self-assessment via SAAT is implemented and forwarded to SGP office within reasonable timeframe |  |  |  |  |
| **9.2**  Reports on the findings of relevant reviews and complaints are shared with personnel, children, families, carers and community. | Promotes to the church community any Assessment feedbacks or recommendations |  | * Share feedbacks on SAAT assessment with the church community * Feedback is encouraged and used to improve practices (e.g. website) |  |  |  |  |

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| **STANDARD 10. Policies and Procedures support the safety of Children & Adults** |

| **Criteria** | **Indicator** | **N/A** | **Evidence of Conformance** | **Conformance Level** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Nothing done** | **Bits done but no action** | **Prep done but no action** | **Fully actioned & in-use** |
| **10.1**  Policies and procedures address the NCSS | Policies & procedures relevant to safeguarding are readily available and accessible to CW. |  | * CW & Clergy have completed safeguarding induction * Safeguarding Handbook is accessible and referenced * Safeguarding Posters prominently displayed * Safeguarding Commitment Statement is promoted |  |  |  |  |
| **10.2**  Personnel understand and implement the policies and procedures | CW are encouraged to reflect on their understanding and practical implementation of policies and procedures and provide feedback. |  | * Holds information meetings with CW * Feedback is encouraged and used to improve practices (e.g. website) * CW & Clergy have completed safeguarding refresher program |  |  |  |  |

**SECTION 3 – STANDARDS Action Plan**

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| **CRITERIA** | **COMMENT** | **NEXT STEPS** | **WHO** | **WHEN** |
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**SECTION 4 – Non-Conformance Report (NCR) *(Safeguarding Program Office Use Only)***

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| **Conformance Level** | **Score** | **Strengths:** |
| ***Nothing done*** |  |
| ***Bits done but no action*** |  |
| **Weaknesses:** |
| ***Prep done but no action*** |  |
| ***Fully actioned & in-use*** |  |

**Non-Conformance/s identified from Self-Assessment**

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| **Criterion** | **Non-Conformance** | **Recommendations** |
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