

Safeguarding Activities Assessment Tool (SAAT) FAQs

1. What is the Safeguarding Activities Assessment Tool (SAAT)?

The Safeguarding Activities Assessment Tool (SAAT) has been developed for application at the Parish / Agency levels based on the National Catholic Safeguarding Standards (NCSS) compliance audit criteria and indicators. The SAAT assesses compliance with the NCSS Parish/Agency specific criteria and indicators on behalf of **the Entity (Catholic Archdiocese of Perth—CAP)**.

The Safeguarding Activities Assessment Tool (SAAT) aligns with the:

- National Catholic Safeguarding Standards (NCSS)
- NCSS Criteria and Indicators
- Australian Catholic Safeguarding Ltd (ACSL formerly Catholic Professional Standards) compliance audit criteria requirements, and
- ACSL Compliance Assessment Scale.

The SAAT contains 30 criteria and 49 indicators for nine NCSS (Standards 1 to 8, and 10) that need to be implemented and evaluated at the Parish and Agency levels (where applicable). Standard 9 (Continuous Improvement) is not applicable.

2. Why was the Safeguarding Activities Assessment Tool (SAAT) developed?

The SAAT replaces the Parish Self-Audit Form 11.

The SAAT has been developed as an assessment tool to guide users in understanding what the compliance requirements are, and what needs to be implemented.

The SAAT format reflects the Australian Catholic Services Limited (ACSL) Entity Assessment format providing synergy between the Parish/Agency and CAP levels.

To meet the 10 National Catholic Safeguarding Standards (NCSS), **the Entity (Catholic Archdiocese of Perth—CAP)** has to meet all 49 criteria and 111 indicators. By achieving compliance with the NCSS at the Parish/Agency level, will contribute to the CAP meeting the criteria indicators.

3. Why change from a three page Parish Self-Audit format to the SAAT format?

The Safeguarding Parish Self-Audit Form 11 no longer meets the requirements of the NCSS. To enable better compliance self-assessment at the Parish/Agency level, the SAAT provides guidance on what is applicable and what should be actioned using the criteria and indicators.

4. What is Australian Catholic Safeguarding Ltd (ACSL)?

Australian Catholic Safeguarding Ltd was established on 3 December 2020.

“Australian Catholic Services Ltd (ACSL) merges existing entities and services: Catholic Professional Services Ltd (CPSL), the Australian Catholic Centre for Professional Standards and the Australian Catholic Ministry Register; bringing together national responsibilities for safeguarding into one entity. ACSL’s Members are the Australian Catholic Bishops Conference (ACBC), Catholic Religious Australia (CRA) and the Association of Ministerial Public Juridic Persons (AMPJP).”

Extract from CPSL Email dated 4 December 2020

ACSL recognises that each Catholic entity has responsibilities for the safeguarding of children and adults at risk.

For further information on ACSL please use the following link:

[Catholic Professional Standards | Transition \(cpsltd.org.au\)](https://cpsltd.org.au)

5. What are the National Catholic Safeguarding Standards (NCSS)?

The 10 National Catholic Safeguarding Standards are taken directly from the Royal Commission into Institutional Responses to Child Sexual Abuse final report, Volume 6.

The National Catholic Safeguarding Standards (NCSS) are designed to be implemented by all Catholic entities, ministries and organisations across Australia. They link into the former 12 Safeguarding Standards.

The NCSS constitute a framework for Catholic entities to promote the safety of children and adults at risk through the implementation of policies and activities that prevent, respond to and report concerns.

	Standard 1 Committed leadership, governance and culture	7		Standard 6 Effective complaints management	18
	Standard 2 Children are safe, informed and participate	10		Standard 7 Ongoing education and training	21
	Standard 3 Partnering with families, carers and communities	11		Standard 8 Safe physical and online environments	23
	Standard 4 Equity is promoted and diversity is respected	13		Standard 9 Continuous improvement	25
	Standard 5 Robust human resource management	14		Standard 10 Policies and procedures support child safety	26

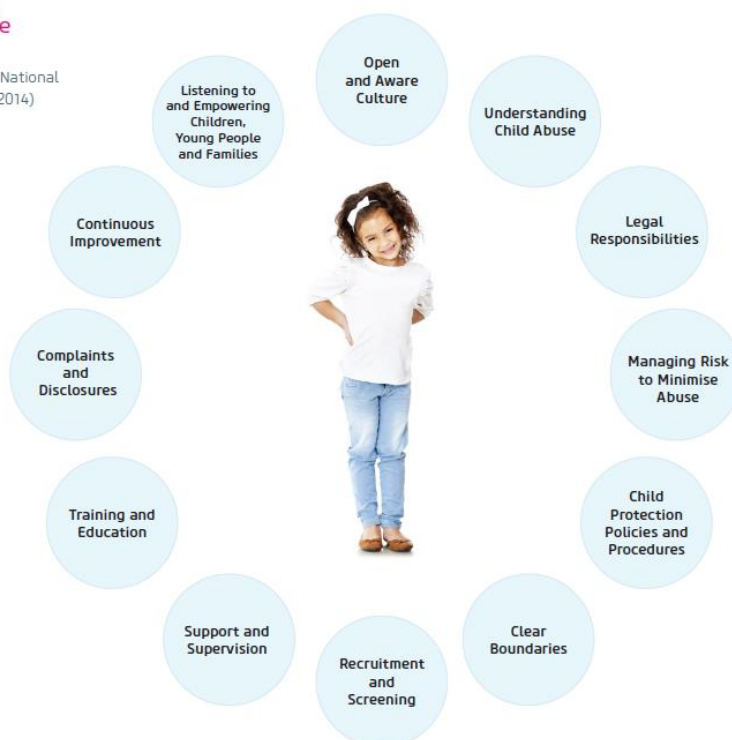
6. Do the NCSS link with the previous 12 Safeguarding Standards?

Yes, the 10 NCSS do link with the 12 former Safeguarding Standards that were previously applied.

The 12 Standards for Protecting Children include:

12 Standards for a Child-Safe Organisation

(Adapted from the 12 National
Standards Child Wise 2014)



7. Is the Safeguarding Handbook changing?

Yes, the current Safeguarding Handbook will become defunct. A new Second Edition Safeguarding Handbook has been developed to meet the requirements of the NCSS.

8. Is the 2020 SAAT based on the NCSS or the First Edition Safeguarding Handbook?

Yes, the 2020 SAAT is based on the current Safeguarding Handbook data. The 2021 SAAT will be based on the new Second Edition Safeguarding Handbook.

9. What does the SAAT contain?

The SAAT contains five segments and one attachment:

- i. A cover sheet (where you enter your Parish/Agency details and person/s undertaking the SAAT)
- ii. Section 1—Instruction Sheet contains an introduction and how to complete the SAAT
- iii. Parish Agency Assessment Scale
- iv. Section 2—the 30 criteria and 49 indicators
 - a. Completion Verification
- v. Section 3—Parish/Agency Notes Sheet

10. How do the Parishes / Agencies help the CAP with compliance?

The CAP encompasses 106 Parishes and 25 Agencies as a whole. Each Parish /Agency plays an integral part of the CAP's performance in meeting the NCSS criteria and indicators. A combined commitment by Parishes / Agencies to undertake the SAAT in alignment with the Safeguarding Handbook, contributes to the Archdiocese meeting the national compliance audit indicators. Should a Parish / Agency not fulfil its NCSS obligations, then CAP does not meet the required NCSS.

Note: The CAP is audited by ACSL on the degree of compliance throughout the Archdiocese. In 2021 ACSL will be conducting Parish audits within the Archdiocese.

11. Why have a Handbook and the SAAT?

The SAAT is intrinsically linked to the Safeguarding Handbook, and the former 12 Standards. They complement each other and should be used together to ensure actions are implemented correctly. If you follow and action the Safeguarding Handbook, you will follow the SAAT requirements and vice-versa.

If you apply the Handbook and the SAAT, you will be meeting the NCSS compliance requirements.

12. When will the SAAT be introduced to the Parishes and Agencies?

The Archdiocese has 106 Parishes and 25 Agencies.

The Safeguarding Activities Assessment Tool is being trialled at the Parish level with Safeguarding support. However, whilst this trial is being done, the SAAT will be rolled out to Parishes in January 2021 in readiness for completion by March 2021. The SAAT will be rolled out to Agencies in 2022.

13. When does the SAAT need to be done?

The SAAT is expected to be completed by March 2021.

14. How many SAATs do I have to do?

Each Parish / Agency is required to complete one SAAT per year. If there are a number of mass centres within a community you only need to complete one SAAT e.g. a parish that has two or more two separate worship centres, each centre does not need to complete a separate SAAT.

One combined SAAT is completed in liaison with the Parish Priest / Agency Director and SGO/s and Parish Council.

15. Who completes the SAAT?

The SAAT is completed in liaison with the Parish Priest / Agency Director and SGO/s, and is tabled before the Parish Council / Finance Committee.

16. Are instructions available on how to use and complete the SAAT?

Instructions on how to complete the SAAT are contained with the SAAT (Pages 2 to 3). Further, a SAAT Instruction Video has been developed and is accessible through the following Safeguarding Website link:

(Require hyperlink)

17. Can the SAAT be completed manually?

Yes, the SAAT can be printed and completed manually. However, the digital check and drop-down boxes will be disabled.

Where possible, the SAAT should be completed digitally using the provided template. This will allow users to:

- have full functionality (check and drop-down boxes, provide more space for content if needed etc.)
- name the document for referencing and retrieval
- enable digital distribution.

18. Where can the SAAT be accessed?

The SAAT template is accessible through the following Safeguarding Website link:

(Require hyperlink)

If you have problems accessing the Template please contact the Safeguarding Office.

19. Where can the Safeguarding Handbook be accessed?

The Safeguarding Handbook is accessible through the following Safeguarding Website link:

(Require hyperlink)

If you have problems accessing the Handbook please contact the Safeguarding Office.

20. Is training available?

Yes, intensive Safeguarding Handbook and SAAT Training that will encompass the National Catholic Safeguarding Standards is scheduled for 2021.

21. Who checks the SAAT?

The Safeguarding Office will collate and analyse the SAATs submitted by Parishes and Agencies.

The Safeguarding Office is planning scheduled compliance audits for Parishes and Agencies using the Safeguarding Compliance Audit Tool (SCAT) to test the application of the SAAT. The compliance audits will include Sample testing of identified risk areas. Parishes and Agencies will be communicated as to when an audit will occur, and what the focus will be. A Compliance Audit Approach has been developed.

The Safeguarding Compliance Audit Tool (SCAT) Approach can be viewed through the following link:

(Require hyperlink)

22. How can I get support?

If you require support for any aspects of the Safeguarding Handbook and SAAT after exhausting other resources, please contact the Safeguarding Office.

23. Who will do the CAP's compliance audit?

“The audits/reviews will be undertaken by suitably qualified independent persons/entities in accordance with risk-based review criteria developed by ACSL.

ACSL can undertake the audit/review if requested by a Catholic entity.”

ⁱ Source: [Catholic Professional Standards | Transition \(cpsltd.org.au\)](https://www.cpsltd.org.au)