



Catholic Archdiocese  
of Perth

# GUIDELINES



## **GUIDELINE:** Safeguarding - Continuous Improvement

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Approved: [insert date]

Policy Category: Governance

Sub-category: Safety of Children and Adults at Risk



Our guidelines provide additional guidance on best practice relating to policy and procedure

## DOCUMENT INFORMATION

<b>Name of Guideline:</b>	Safeguarding - Continuous Improvement
<b>Governing Policy</b>	Safeguarding
<b>Description:</b>	Guideline to ensure that the church community regularly review and improve implementation of their systems for keeping children and adults safe
<b>Guideline supports:</b>	All members of the Church Community
<b>Guideline Status:</b>	<input checked="" type="checkbox"/> New Guideline, or <input type="checkbox"/> Revision of Existing Guideline
<b>Related Policy Category:</b>	Governance
<b>Related Policy Sub-category:</b>	Safety of Children and Adults at Risk
<b>Approval Authority:</b>	Senior Operations Officer
<b>Governing Authority:</b>	N/A
<b>Responsible Officer:</b>	Director, Safeguarding
<b>Approval Date:</b>	
<b>Date of Guideline review<sup>1</sup>:</b>	1 May 2026

### Assistance:

Questions related to the *Guideline: Safeguarding Continuous Improvement* can be directed to Director of Safeguarding by email to: [director.safeguarding@perthcatholic.org.au](mailto:director.safeguarding@perthcatholic.org.au)

<sup>1</sup> Unless otherwise indicated, this Guideline will still apply beyond the review date.



*Our guidelines provide additional guidance on best practice relating to policy and procedure*

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### 1. PURPOSE

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- 1.1. The purpose of the Continuous Improvement guideline is to regularly review and improve the Archdiocese's implementation of the National Catholic Safeguarding Standards (NCSS) in the way it thinks, plans, and acts.
- 1.2. Creating a culture of safety and care, and ongoing improvement is the collective responsibility of all.

### 2. SCOPE

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- 2.1. This guideline applies to:
  - 2.1.1. Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers; and
  - 2.1.2. Contractors and Third-Party Users of Church Property, where necessary.
- 2.2. Internal Self-assessment reviews of safeguarding practices are to be conducted annually with findings, outcomes and action plans documented.
- 2.3. The Archdiocese is subject to external review every three years.

### 3. PRINCIPLES

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- 3.1 The Archdiocese is committed to maintaining safe practices for the protection of children and adults.
- 3.1 By monitoring, reviewing, and reporting the implementation of safeguarding standards within the Archdiocese, we remain committed to the foundation of our faith to serve Jesus and uphold Gospel values.

### 4. STANDARDS AND GUIDANCE

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- 4.1. A safeguarding self-assessment is to be undertaken by Archdiocesan Agencies, Offices, Organisations and Parishes annually utilising the *Safeguarding Activities Assessment Tool (SAAT)* – Appendix 1.



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- 4.1. The SAAT form is to be submitted to the Safeguarding Office for review and analysis.
- 4.1. The Safeguarding Office will provide feedback on completed SAAT forms and where necessary support through the collaborative development of a Standards Action Plan.
- 4.1. The Safeguarding Office will provide an annual SAAT analysis report to the Executive Team on the implementation of the NCSS and identify any systemic causes and failings in safeguarding procedures and practices.
- 4.1. The Archdiocese will be subject to an external audit every three years with findings validated by Australian Catholic Safeguarding Ltd and made publicly available.

### 5. RELATED DOCUMENTS

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- *Safeguarding Policy*
- *National Catholic Safeguarding Standards (Edition 2)*
- *Safeguarding Activities Assessment Tool*

### 5. DEFINITIONS | GLOSSARY OF TERMS

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For the purposes of this Guideline the definitions contained in the Governing Policy apply.

### 7. REVISIONS MADE TO THIS GUIDELINE

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Date of approval	Approved by:	Description:



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These Guidelines are scheduled for review every three (3) years or more frequently, if appropriate.

## **8. APPENDIX - SAAT**

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FT18\_Safeguarding Activities Assessment Tool\_SAAT\_V7

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