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| **The Safeguarding Activities Assessment Tool (SAAT) is a self-assessment that assists in demonstrating your commitment to the National Catholic Safeguarding Standards (NCSS) - Edition 2 (NCSS).** |

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| Please **check** the box ☒ to rate your implementation status in the ***CONFORMANCE LEVEL***Enter additional evidence in ***OTHER.***Carefully read the ***NCSS CAPABILITY EVIDENCE*** to understand what is needed and determine if **Applicable** or ***Not Applicable.***Complete the NCSS CAPABILITY EVIDENCE.Use the **STANDARDS ACTION PLAN** to help you improve your Conformance levels.If required, Recommendations (SAAT Report) and/or site visits will be arranged for continuous improvements.Fill in the COVER SHEET.Forward the completed SAAT (PDF) to safeguarding@perthcatholic.org.au and share a copy with your board/committee or Parish Council. 1. Safeguarding Program Office will review the completed SAAT.
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| **NCSS CAPABILITY ASSESSMENT SCALE** |
| **CONFORMANCE LEVEL** | **PROCESSES**  | **PEOPLE/RESOURCES** |
| **Yet to Develop** | Unable to demonstrate that the requirements and processes exist.  | No resources have been assigned. |
| **Developing** | Has started to address the criteria and is being implemented with the process developed. | Resources have been assigned however there is no formal implementation. |
| **Developed & Embedded** | Has demonstrated that the criteria and process are formally embedded and are operating | Personnel are trained and fully operational including addressing non-compliance. |

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| **COVER SHEET** |
| **Entity** | [ ]  **Parish** [ ]  **Archdiocesan Agency** [ ]  **Office** [ ]  **Organisation** [ ]  **Ministry**  |
| **Scope** | **NATIONAL CATHOLIC SAFEGUARDING STANDARDS – NCSS (Edition 2) CAPABILITY** |
| **Entity Name** |  | **Date** |  |
| **Location 1** |  |
| **Location 2** |  |
| **Location 3** |  |
| *Include locations of separate offices/sites/Mass Centres if applicable as the locations can be combined under an Entity.* |
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| **Person/s Completing the SAAT Self-Assessment** |
| **The entity head (E.g. Parish Priest/Agency Director/Committee or Board Member) and the Safeguarding officer/s complete the SAAT annually.** |
| **SURNAME** | **FIRST NAME** | **SIGN** | **ROLE** |
|  |  |  | Parish Priest / Director / Manager  |
|  |  |  | Safeguarding Officer |
|  |  |  | Safeguarding Officer |
|  |  |  | Safeguarding Officer |
|  |  |  | Chair of Parish Council / Board Member  |
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| **Forward the completed SAAT to the Safeguarding Program Office** **safeguarding@perthcatholic.org.au** **as a PDF document.** |

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| **NCSS CAPABILITY****The four NCSS capability areas describe how an entity can meet each Standard's objectives** |
| **1** | Standard 1 & 9 | Leadership, Mentoring & Improvement |
| **2** | Standard 2., 3 & 4  | Engaging with Children, Adults, Families & Communities |
| **3** | Standard 5 & 7  | Right People, Right Role, Right Knowledge |
| **4** | Standard 6., 8 & 10 | Systems, Policies & Procedures |

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| **CONFORMANCE LEVEL** | **NCSS CAPABILITY EVIDENCE**The evidence listed below assists in conformance with the NCSS.**CONFORMANCE LEVEL** Please rate your conformance level in the appropriate box *(I.E. Yet to Develop/Developing/Embedded).*If you have other evidence, please enter this as OTHER  | **NCSS CAPABILITY** |
| **Yet to Develop** | **Developing** | **Embedded** | **N/A** | **Evidence #** |  | **OFFICE / INFO USE** |
|  |  |  |  |  |  | **1** | **2** | **3** | **4** |
|[ ] [ ] [ ] [ ]  **1** | The Safeguarding Commitment Statement is accessible on Parish/Agency/Office/Ministry websites and openly displayed. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **2** | Safeguarding Policy & Guidelines are publicly accessible, promoted & applied. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **3** | Safeguarding is emphasised as a community responsibility at gatherings. E.g., Safeguarding Prayer is used, Safeguarding Officers contact details are available. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **4** | Awareness of social issues is promoted E.g., Modern Slavery, Poverty, Migrants, Family Domestic Violence, or Diversity. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **5** | Publications are promoted and communicated in culturally safe ways. E.g., Code of Conduct (easy English, other languages) |  |  |  |  |

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|[ ] [ ] [ ] [ ]  **6** | Church Workers sign the Personal Safeguarding Declaration. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **7** | The Code of Conduct for Church Workers is implemented. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **8** | Church Workers who work with children have a current WWCC. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **9** | Church Workers have a National Police Clearance (NPC) or volunteer NPC relevant to their role. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **10** | Non-compliance to the Safeguarding Induction is escalated to the relevant leader. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **11** | Church Workers have completed Safeguarding Level 1 Induction (every 3 years). | What % of Church Workers completed the safeguarding induction in the last 3 years? |  % |  |  |  |  |
|[ ] [ ] [ ] [ ]  **12** | Church Workers & Clergy undertake professional development. E.g.,* Cultural competency
* Grooming behaviour
* Trauma-informed care
* Conflict resolution
* Mandatory Reporting training (Clergy)
* Protecting Gods Children Workshop
* Pastoral Response to Family & Domestic Violence
* Other: -
 |  |  |  |  |
|[ ] [ ] [ ] [ ]  **13** | Meeting agenda items include safeguarding topics, discussions, and debriefing. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **14** | Feedback is used to improve best practices/processes for better outcome. E.g., Feedback form on website; Feedback after events |  |  |  |  |
|[ ] [ ] [ ] [ ]  **15** | Surveys are used for gauging safeguarding awareness levels. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **16** | Safeguarding feedback form is available in the office and on the website. E.g. Parish/Agency Survey; Parent/Carer Survey; Children’s Survey |  |  |  |  |
|[ ] [ ] [ ] [ ]  **17** | Feedback is encouraged and used to improve diversity and engagement. E.g. Meet with cultural groups, minority groups |  |  |  |  |
|[ ] [ ] [ ] [ ]  **18** | The Self-assessment (SAAT) is completed and forwarded to the Safeguarding Program office annually. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **19** | The Self-assessment (SAAT) is shared with the Parish/Agency/Office/Ministry. E.g., notice board, at meetings. |  |  |  |  |

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|[ ] [ ] [ ] [ ]  **20** | Safeguarding Complaints / Concern Reporting & Responding resources are communicated & publicly available E.g., SGO poster, website link to concern reporting, Responding & Reporting Guideline. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **21** | The Safeguarding Program / WA Professional Standards Office are informed of all abuse complaints, incidents, disclosure, concerns, & referrals of abuse. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **22** | Safeguarding Risk Assessments are conducted for activities and ministries. E.g., pastoral home visits, altar serving, gatherings, known offenders, client contacts/support, youth group activities, events, fundraising, workshops, and spiritual counselling. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **23** | Safeguarding Sunday Mass is celebrated. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **24** | Promote and participate in community events E.g., Child Protection Week, Anti-slavery Forum, Social Justice Statement, International Day of Persons with Disabilities, R U OK Day,  |  |  |  |  |
|[ ] [ ] [ ] [ ]  **25** | Cultural Awareness days are celebrated. E.g., NAIDOC Week, Harmony Day, International Migrant Day |  |  |  |  |
|[ ] [ ] [ ] [ ]  **26** | Cultural groups are invited to share information on cultural diversity. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **27** | Abuse prevention education and resources are promoted E.g. Story books, Protecting God's Children resource, Love, Sex and Relationships resource, The Power of Freedom resource, and Pastoral Response to FDV. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **28** | Records of meetings are kept for ministries and services such as counselling and other one-on-one engagement with children & adults at risk E.g. counselling, mentoring, coaching and spiritual direction. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **29** | Church worker recruiting includes an emphasis on safeguarding in interviews and advertisements. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **30** | A screening & Monitoring database for ALL church workers (WWCC/SG Personal Declaration/Induction/NPC) is used.  |  |  |  |  |
|[ ] [ ] [ ] [ ]  **31** | Records/data is stored confidentially, securely with authorised access, according to the Privacy Act, & the Archdiocese Records and Information Governance Policy. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **32** | The Safeguarding Officer job description is available. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **33** | Safeguarding Officers have been appointed. |  |  |  |  |

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|[ ] [ ] [ ] [ ]  **34** | Safeguarding Officer's contact information is accessible - displayed on the website, poster, and in newsletters. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **35** | An Attendance Register is established for children’s activities.  |  |  |  |  |
|[ ] [ ] [ ] [ ]  **36** | Sign in /Sign Out Register for activities, sacristy, and office. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **37** | A Counselling Referral Pathway resource is available & provided. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **38** | Church confessional and counselling layouts are configured to improve natural surveillance. E.g. Direct line of sight to others, clear glass in meeting/counselling/activity rooms. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **39** | Online safety is prioritised E.g., user agreements, password protection, antivirus, Single sign-on, firewalls and filters installed to prevent access to inappropriate sites. |  |  |  |  |
|[ ] [ ] [ ] [ ]  **40** | Non-compliance to the Safeguarding policy and guidelines is escalated to the relevant leader. |  |  |  |  |
| **OTHER** |  |  |  |  |
| **OTHER** |  |  |  |  |
| **OTHER** |  |  |  |  |

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| **STANDARDS ACTION PLAN**(To be completed by Parish/Agency/Organisation) |
| **CONFORMANCE LEVEL (YET TO DEVELOP)** |
| **EVIDENCE #** | **DESCRIPTION** | **CORRECTIVE ACTION****PRIORITY HIGH (Resolution within 3 months)** | **ACTION** |
| **WHO** | **WHEN** |
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| **CONFORMANCE LEVEL (DEVELOPING)** |
| **EVIDENCE #** | **DESCRIPTION** | **CORRECTIVE ACTION****PRIORITY (Resolution within 6 months)** | **ACTION** |
| **WHO** | **WHEN** |
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