



Catholic Archdiocese
of Perth

GUIDELINES



GUIDELINE: Safeguarding – Continuous Improvement

Approved: 17-07-2024

Effective: 17-07-2024

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

Name of Guideline:	Safeguarding - Continuous Improvement
Governing Policy	Safeguarding
Description:	Guideline to ensure that the Church community regularly reviews and improves implementation of their systems for keeping children and adults safe
Guideline supports:	All members of the Church community
Guideline Status:	<input checked="" type="checkbox"/> New Guideline, or <input type="checkbox"/> Revision of Existing Guideline
Related Policy Category:	Governance
Related Policy Sub-category:	Safety of Children and Adults at Risk
Approval Authority:	Senior Operations Officer
Governing Authority:	N/A
Responsible Officer:	Director, Safeguarding
Approval Date:	17-07-2024
Date of Guideline review¹:	01-05-2026

Assistance:	Questions related to the <i>Guideline: Safeguarding Continuous Improvement</i> can be directed to Director of Safeguarding by email to: director.safeguarding@perthcatholic.org.au
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¹ Unless otherwise indicated, this Guideline will still apply beyond the review date.



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1. PURPOSE

- 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.

2. SCOPE

- 2.1. This guideline applies to:
 - a) Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers, Board Members; and
 - b) Contractors and Third-Party Users of Church Property, where appropriate as determined by an Executive Director, Director, Senior Manager or Parish Priest.
- 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

- 3.1 The Archdiocese is committed to maintaining safe practices for the protection of children and adults.
- 3.2 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.
- 3.3 Creating a culture of safety and care, and ongoing improvement is the collective responsibility of all.

4. STANDARDS AND GUIDANCE

- 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.
- 4.2 The SAAT form is to be submitted to the Safeguarding Office for review and analysis.



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- 4.3 The Safeguarding Office will provide feedback on completed SAAT forms and where necessary support through the collaborative development of a Standards Action Plan.
- 4.4 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.
- 4.5 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

- Policy: Safeguarding
- Safeguarding Activities Assessment Tool
- National Catholic Safeguarding Standards (Edition 2)
- Integrity in Our Common Mission (November 2023), Australian Catholic Safeguarding Ltd

6. DEFINITIONS | GLOSSARY OF TERMS

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

7. REVISIONS MADE TO THIS GUIDELINE

Date of Approval	Editorial ² , Minor or Major Amendment	Approved By	Description
17-07-2024	N/A	+AB	New Guideline

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

8. APPENDIX - SAAT

FT18_Safeguarding Activities Assessment Tool_SAAT_V7

² Refer to the Policy Framework for definitions of Editorial, Minor and Major amendments.