



Catholic Archdiocese
of Perth

GUIDELINES



GUIDELINE: Safeguarding – Engaging with Families and Communities

Approved: 08-08-2024

Effective: 08-08-2024

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 – Engaging with Families and Communities
Governing Policy	Safeguarding
Description:	Guideline to ensure children are protected from harm; listened to; taken seriously and empowered to have a say in matters that affect them.
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:	08-08-2024
Date of Guideline review¹:	01-05-2026

Assistance:	Questions related to the <i>Guideline: Safeguarding Engaging with Families and Communities</i> can be directed to the 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 Engaging with Families and Communities guideline is to support the safety and well-being of children and adults in the Church Community within the Archdiocese.
- 1.2. Acknowledging and upholding children's and adult's rights to participation and protection about their right to feel safe and be safe. To empower them to be heard and participate in decisions that affect them.

2. SCOPE

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

3. PRINCIPLES

- 3.1. The guiding and essential belief that is at the heart and foundation of the social teaching of the Church is the sacredness and dignity of the human person as created in the image and likeness of God (Gen 1:27).
- 3.2. Safeguarding the rights and integrity of the most vulnerable in society is guided by the Gospel command of Jesus to love our neighbour (Mark 12:31), to promote the common good and to lead all to the fullness of human life (Jn 10:10).
- 3.3. Partnering with families and communities in the safeguarding of children and adults engaged in the church community empowers them with knowledge and through participation raises awareness of the dignity and rights of all.

4. STANDARDS AND GUIDANCE

Archdiocesan Agencies, Offices, Organisations, Ministries and Parishes can encourage communities, families, parents and carers to take an active role in promoting the safeguarding of children and adults.



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Practices include but are not limited to:

4.1. Engagement

- Engage proactively with families, carers and communities regarding safeguarding practices and the review of practices by consulting with them on activities, events or ministries their children or vulnerable adults engage with
- Inform families, carers and the community about how to raise a Safeguarding Concern to a safeguarding officer, priest, director, or manager:
 - Verbally (in person or by phone)
 - In writing (letter, email, text)
 - Use the Safeguarding Concern Report Form

4.2. Education and Awareness

- Raise awareness of children's rights by sharing information on the United Nations Convention on the Rights of the Child
- Encourage families, carers and the community to actively participate in campaigns, such as Disability Week, Elder Abuse Awareness Day, Harmony Week, Human Rights Day, NAIDOC, National Child Protection Week, National Families Week, Refugee Week, RU OK Fay, White Ribbon Day
- Share information with families, carers and communities about safeguarding responsibilities for church personnel, policies, guidelines, and the Code of Conduct, on websites, notice boards, newsletters or bulletins
- Encourage families, carers and communities to actively participate in overseeing the safety of their children and vulnerable adults during activities, ministries, and events

4.3. Feedback

- Provide families, carers and the community with ways to leave feedback on safeguarding practices, such as a suggestion box or survey
- Provide children, young people and vulnerable adults with ways to leave feedback on safeguarding practices or church policies and practices that affect them

5. RELATED DOCUMENTS

- Safeguarding Policy
- Safeguarding Guidelines
- National Catholic Safeguarding Standards (Edition 2)



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- Integrity in Our Common Mission (November 2023), Australian Catholic Safeguarding Ltd
- Code of Conduct
- Parent/Carer Survey
- Parish/Agency Participant Survey
- Children Survey
- Youth Survey

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	Editorial², Minor or Major Amendment	Approved By	Description
08-08-2024	N/A	SOO	New Guideline

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

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