



Safeguarding Guideline (Short Form)

Recruiting and Screening

Archdiocesan Agencies, Offices, Organisations, Ministries and Parishes can build a culture of safety by ensuring people working with children and adults are suitable and supported to reflect safeguarding values in practice.



Practices include, but are not limited to:

Recruiting

- When recruiting for positions (paid or unpaid) a zero tolerance to abuse is made explicit in advertising.
- Interview questions include an assessment of a candidate's commitment and understanding of safeguarding.
- Recruitment includes assessing the role for the expected level of contact with children and/or adults a risk.
- Job descriptions include a commitment to safeguarding.
- Responding to concerns about a person's suitability to work with children and/or adults at risk.
- Recruiting procedures are fully documented.

Information & Advice

For additional information please seek guidance from:

Safeguarding Program Office
safeguarding@perthcatholic.org.au
or your supervisor



Screening

- A zero tolerance to abuse is explicit in the screening of personnel and is in line with the Archdiocese Screening and Monitoring Policy. All Clergy, Religious Brothers and Sisters, Seminarians, Employees, Church Workers, Volunteers; and Contractors and Third-Party Users of Church Property, where necessary adhere to the Archdiocese Screening and Monitoring Policy which includes:
 - A Safeguarding Induction
 - A Safeguarding Personal Declaration
 - A current Working with Children Card (if in child-related work)
 - A National of Volunteer National Police Clearance (if applicable)
- Screening requirements adhere to state legislative requirements of a Working with Children Card for those in child-related work and an NDIS Workers Check for those providing NDIS supports and services.
- Conducting referee checks for those shortlisted for church roles.
- Employee annual performance reviews include a focus on safeguarding responsibilities.
- Supervision and mentoring occur and include a focus on safety and integrity.
- Records are maintained and monitored.

