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| <b>INITIAL POLICY DATE</b>                           | 1 January 2025                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>EFFECTIVE DATE</b>                                | 1 January 2025                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>REVIEW DATE</b>                                   | 1 July 2027                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>POLICY OWNER</b>                                  | Chancery                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>APPLIES TO</b>                                    | This Policy applies to clergy, members of religious institutes, employees, board members, Independent Contractors including contractors (as defined and in relation to WHS and Children's Guardian legislation and a one-member corporation), volunteers, and trainees ( <b>Workers</b> ) of the Diocese.                                                                                                                               |
| <b>EXCLUSIONS</b>                                    | Where an agency or entity of the Diocese has its own policy, the relevant agency or entity policy will apply to Workers engaged by those agencies or entities.                                                                                                                                                                                                                                                                          |
| <b>RELATED POLICIES, GUIDELINES &amp; PROCEDURES</b> | Recruitment Policy<br>Child Protection Policy<br>Safeguarding Children, Young People & Vulnerable Adults Policy<br>Diocesan Guidelines for Parish Roles                                                                                                                                                                                                                                                                                 |
| <b>REFERENCE</b>                                     | <i>Child Protection (Working with Children) Act 2012 (NSW)</i><br><i>Child Protection (Working with Children) Regulation 2013 (NSW)</i><br><i>Children's Guardian Act 2019 (NSW)</i><br><i>Child Safe Standards</i><br><i>National Catholic Safeguarding Standards (NCSS) Edition Two 2022</i><br><i>Integrity in Common Mission</i><br><i>Code of Conduct</i>                                                                          |
| <b>RELATED FORMS</b>                                 | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>HEADINGS</b>                                      | Objective<br>Definitions<br>Policy <ol style="list-style-type: none"> <li>1. Clergy               <ol style="list-style-type: none"> <li>1.1 Induction</li> <li>1.2 Compulsory Training</li> <li>1.3 Professional Development</li> <li>1.4 Parish Priest or Administrator</li> </ol> </li> <li>2. Seminarian               <ol style="list-style-type: none"> <li>2.1 Induction</li> <li>2.2 Compulsory Training</li> </ol> </li> </ol> |

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|       | <ul style="list-style-type: none"> <li>3. Aspirants for Diaconate Formation <ul style="list-style-type: none"> <li>3.1 Induction</li> <li>3.2 Compulsory Training</li> </ul> </li> <li>4. Chancery Workers <ul style="list-style-type: none"> <li>4.1 Induction</li> <li>4.2 Compulsory Training</li> <li>4.3 Professional Development</li> </ul> </li> <li>5. Parish Employees and Volunteers (Parish Workers) that Require Pre-Screening <ul style="list-style-type: none"> <li>5.1 Induction</li> <li>5.2 Training</li> <li>5.3 Professional Development</li> </ul> </li> <li>Breaches of this Policy</li> <li>Revision/ Modification History</li> <li>Approval Date/ Revision History</li> </ul> |
| PAGES | 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## OBJECTIVE

This policy contains the Diocese of Lismore (Diocese) policy on safeguarding education and training for Chancery and Parishes. This policy is developed and implemented by the Safeguarding Office. The objective of this policy is to ensure that Workers are equipped with the knowledge, skills and awareness to keep children and vulnerable adults safe. This is achieved through continual education and training.

## DEFINITIONS

**Active Ministry** means Clergy Ministry category as determined by the Vicar for Safeguarding at the beginning of each calendar year who hold a Working With Children's Check (WWCC) and considered to be those Clergy that minister publicly on more than 6 occasions each year.

**Child** means a person who is under 18 years of age;

**Safeguarding** means the proactive actions that minimise risk of harm to children and adults at risk;

**Adult at Risk** means any person aged 18 years and over who is at increased risk of experiencing abuse, such as people:

- Who are elderly;
- With a disability;
- Who suffer from mental illness;
- Who have diminished capacity;
- Who have cognitive impairment;
- Who have suffered previous abuse;
- Who are experiencing transient risks;
- Who in receiving a ministry or service are subject to a power imbalance;
- Who identify as Aboriginal and/ or Torres Strait Islander;
- Who are of diverse sexuality;
- Who have any other impairment or adversity that makes it difficult for them to protect themselves from abuse.

## POLICY

### 1. Clergy

#### 1.1 Induction

Incardinated and appointed clergy who are new to their appointment within the Diocese are required to complete an induction program prior to commencing ministry.

#### 1.2 Compulsory Training

Clergy incardinated in or appointed to the Diocese are required to attend a compulsory annual training module. Some exemptions may apply to incardinated clergy who have retired from active ministry. These exemptions are provided by the Vicar for Safeguarding. However, those clergy retired from active ministry but who hold a Working With Children's Check (WWCC) and provide regular supply are still required to complete the annual training module.

#### 1.3 Professional Development

Incardinated, appointed clergy are offered additional opportunities for learning to be kept up to date on emerging legislation or practice changes. These opportunities may be offered annually at the Clergy Conference (breakout sessions), Parish Workshops, Parish Worker Presentations and /or accessing Professional Learning information via the *Safeguarding Office's newsletter*.

#### 1.4 Parish Priest or Administrator

Incardinated and appointed clergy who are **new** to the role of Parish Priest or Administrator are required to complete refresher Safeguarding Training on Safeguarding Laws and Administration.

## 2. Seminarian

The Safeguarding Office considers the program run by the Seminary and provides the following schedule knowing Seminarians receive training regularly throughout their study. The Safeguarding training provided builds on this prior knowledge and provides information in the context of the Diocese.

### 2.1 Induction

Prior to entry to the Seminary the seminarian will meet with a member of the Safeguarding Office. This meeting will involve introductions to members of the Safeguarding Office. Screening requirements will be undertaken including, without limitation, a National Police History Check (**NPHC**) and Working With Children Check (**WWCC**).

Upon entry to the Seminary the Seminarian will engage with the Safeguarding program offered at the Seminary from Year 1 to Year 5. If Year 1 does not exist they will be required to complete the various modules from the Diocese.

During the latter part of the 5<sup>th</sup> year and prior to the 6-month parish placement, the Seminarian will complete a face to face Safeguarding Introduction to the Diocese of Lismore session with a Safeguarding Officer and Vicar for Safeguarding.

At the time the Seminarian is ordained as a Deacon he will undertake a final induction session which will address any new policies and procedures relevant to Safeguarding in the Diocese.

### 2.2 Compulsory Training

During the 6<sup>th</sup> and 7<sup>th</sup> years, the Seminarian will be required to attend the compulsory annual training module (refer to **clause 1.2**).

Upon ordination as a Priest and appointment within the Diocese, the new cleric will be required to complete the clergy compulsory training program (refer to **clause 1.2 and clause 1.3**).

## 3. Aspirants for Diaconate Formation

### 3.1 Induction

Upon acceptance into the Diaconate program an aspirant for Diaconate Formation (**Aspirant**), through the Safeguarding Office, will complete the screening requirements of the WWCC. The Aspirant is required to complete a NPHC and provide the result (Validity within the last 6 months) to the Director of Diaconate Formation.

### 3.2 Compulsory Training

- During the 1<sup>st</sup> year of the Diaconate program the Aspirant will engage in a face to face session with the Safeguarding Office.
- During 2<sup>nd</sup> year of the Diaconate program the Aspirant will complete the Online Safeguarding Modules and attend a face to face Parish Safeguarding Presentation within the applicable Deanery.
- During the 3<sup>rd</sup> year of the Diaconate Program the Aspirant will attend a face to face session with the Safeguarding Office. This session will deliver the Integrity in Our Common Mission and Code of Conduct module.

- During the 4<sup>th</sup> year of the Diaconate Program the Aspirant will attend a face to face session with the Safeguarding Office. This session will deliver a module:
  1. Introduction to Safeguarding in Lismore Diocese;
- Upon ordination as a Deacon and appointment within the Diocese, the new Deacon will engage with the clergy ongoing Safeguarding Education and Training program (refer to clause 1.2 and clause 1.3).

## 4. Chancery Workers

### 4.1 Induction

All Chancery Workers are required to complete Safeguarding Awareness Training. This induction is administered by the Safeguarding Office.

Chancery Workers who are engaged in a child related role will receive a Safeguarding Information Pack upon engagement of employment.

### 4.2 Compulsory Training

All Chancery Workers are required to attend an annual safeguarding presentation. It is the responsibility of the Chancery Worker to ensure that they attend training. The Safeguarding Office will maintain a register of attendance.

### 4.3 Professional Development

Other opportunities for learning about Safeguarding are available, including through information distributed through the Diocesan newsletter and resources available on the Diocesan intranet.

## 5. Parish Employees and Volunteers (Parish Workers) that Require Pre-Screening

### 5.1 Induction

Parish Workers that require pre-screening, receive a Safeguarding Information Pack upon commencement. The pack is issued by the Safeguarding Office and distributed by the Parish Priest.

In addition to receiving the Safeguarding Information Pack on commencement, Parish Workers who are engaged in a role that requires pre-screening in accordance with Diocesan policy including but not limited to a WWCC and/or a NPHC are required to complete Safeguarding Training administered by the Safeguarding Office.

### 5.2 Training

Parish Workers that require pre-screening are required to attend presentations on Safeguarding. The training is generally presented at a Deanery level. The frequency, location and time of presentation is to be considered in consultation with the Dean at the direction of the Vicar for Safeguarding.

**ALL** Diocesan 'Workers' **paid for any role** within the Diocese must undertake Safeguarding Awareness training.

**ALL** Diocesan 'Workers' **paid or voluntary** whom hold a WWCC **for any role** within the Diocese must undertake Safeguarding Awareness training and Mandatory Reporting and Reportable Conduct training.

As part of the Diocese of Lismore's commitment to ensuring all children and adults at risk are safe, respected, protected and supported.

It is an expectation that the following groups undertake Safeguarding Awareness Training:

- Clergy,
- Religious Appointees,
- Parish/ Agency Employees
- Volunteer who holds a WWCC for their role. \*

**NOTE:** \*The Safeguarding Office understands the variant roles of a Volunteer within the Parish and Agency Environments. For a Volunteer who does **not** hold a WWCC for their role, the participation of Safeguarding Awareness training is at the **discretion** of the **Parish Priest**. Whom of which needs to have recorded on individuals personnel file why not asked to participate.

The Safeguarding Office encourages all within the Diocese to participate in training, as we promote Safeguarding is everyone's responsibility.

### 5.3 Professional Development

Parish Workers that require pre-screening are provided ongoing information about Safeguarding via the Safeguarding Office newsletter, and are invited to Relevant Forums.

## BREACHES OF THIS POLICY

Breaching this Policy may result in disciplinary action, which may include the termination of employment or engagement and, notification to external agencies including without limitation professional standards associations, regulatory agencies and police.

## REVISION/ MODIFICATION HISTORY

| Date     | Version | Current Title                              | Summary of Changes | Approval Date | Commencement Date |
|----------|---------|--------------------------------------------|--------------------|---------------|-------------------|
| May 2024 | 1       | Safeguarding Education and Training Policy | Initial Policy     | 4 June 2024   | 1 January 2025    |
|          |         |                                            |                    |               |                   |

## 6. APPROVAL DATE/ REVISION HISTORY

Approved by: Bishop Gregory Homeming

Date: 10 September 2024

To be revised: July 2027