 NEW NORCIA SERVICES		Policy
		Safeguarding Policy
Document: POLICY-10.00	Rev. 2	Effective June 2023

10.00 Safeguarding

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Purpose

New Norcia Services is firmly committed to the fundamental belief that all children and adults, particularly those at risk, have the right to be physically and psychologically safe at all times and that we at New Norcia share in the collective responsibility to protect all children and adults in our society.

Legislative Responsibility

All employees at New Norcia in any capacity that requires them to work with or come in contact with children or adults at risk attending New Norcia are required to hold a current Working with Children clearance.

The Working with Children Check is effective in preventing harm to children in the following ways:

- **Deterring** people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- **Detecting** new charges and convictions of those people who hold a current WWC Card and preventing them from continuing to engage in child-related work where their criminal record and behaviour indicates they may harm a child; and
- **Protecting** children by creating awareness that safeguarding children is a whole of community responsibility.

The obligation to check the currency of the WWC rests with Management at New Norcia. The employee has an obligation to inform Management if at any time the Working with Children clearance is withdrawn. Validity of WWC is checked quarterly by going to www.checkwwc.wa.gov.au and following the prompts and recording the current status of all those employees holding a WWC card

Mandatory Reporting

Mandatory reporting is a term used to describe the legislative requirement imposed on selected classes of people to report suspected cases of child abuse and neglect to government authorities.

Mandatory reporting applies where there is a belief on reasonable grounds of child abuse or neglect taking place. This belief need not necessarily be specific e.g. sexual abuse.

Mandatory reporting is done through the selected personnel defined as the appropriate persons to lodge the report online or by phone communication with the Dept of Child Protection & Family Support. As of 1st November 2022 all clergy are bound to comply with legislative mandatory reporting requirements.

Safeguarding Code of Conduct


New Norcia has a *Safeguarding Code of Conduct* which is applicable across all areas of business operations including those working on site in a voluntary capacity. The *Safeguarding Code of Conduct* incorporates the document “*Integrity in the Service of the Church*” which is a Resource Document of Principles and Standards for employees within the Catholic Church in Australia.

It also encompasses the principles of the Rule of Benedict and specifically addresses treating all others with respect, courtesy, honesty and fairness at all times.

The *Safeguarding Code of Conduct* admonishes all to ‘Never use your position to improperly gain an advantage in your private life’.

Failure to work according to the *Safeguarding Code of Conduct* policy may result in disciplinary action being taken as per the FWA (2009) outlined Performance management process and may include termination of employment.

Children attending New Norcia for school day visit purposes are accompanied by teachers and or parents and other adults providing them with support and supervision to ensure their safety during their visit to New Norcia.

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New Norcia employee contact will be limited to the provision of catering and food services, cleaning services, management and instruction in the form of tours and educational activities. During these occasions employee behaviour with the children must be circumspect, safe and respectful at all times.

A schedule of planned events applies for each group visiting New Norcia. Appropriate boundaries must be upheld at all times including no out of hours contact and strict adherence to rules relating to physical contact and touching. Behaviour management and disciplinary action is at no time the responsibility of the employees of New Norcia.

All instructions relating to standards of conduct whilst accessing any New Norcia buildings and facilities should be relayed by the Groups Manager or other appropriate Senior New Norcia employees through the adults accompanying and responsible for the groups.

Families may be in residence at New Norcia in the employee accommodation and the principles of maintaining appropriate boundaries in relation to physical contact and touching must be applied in these circumstances. Interaction with fellow employee's children must be safe and respectful at all times. Behaviour management and disciplinary actions remain the responsibility of the parents only.

Safeguarding Officers are appointed within the Parish and are present onsite at New Norcia during the Sunday Liturgy and when groups of children are visiting with School groups. Our Safeguarding Officers are also employees of the Company, therefore they apply the same service in the work place.

Whilst this policy emphasises the safety of children, it also applies to adults, particularly adults at risk e.g. those with special needs, those with cultural and language barriers, etc.

All New Norcia personnel are provided with adequate relevant initial and on-going training, enabling them to uphold this policy.