 <b>NEW NORCIA</b> SERVICES		Policy
		<b>Safeguarding Training Policy &amp; Procedure</b>
Document: POLICY-10.04	Rev. 2	Effective June 2023

**10.00 Safeguarding Policy**

**10.04 Safeguarding Training Policy & Procedure**

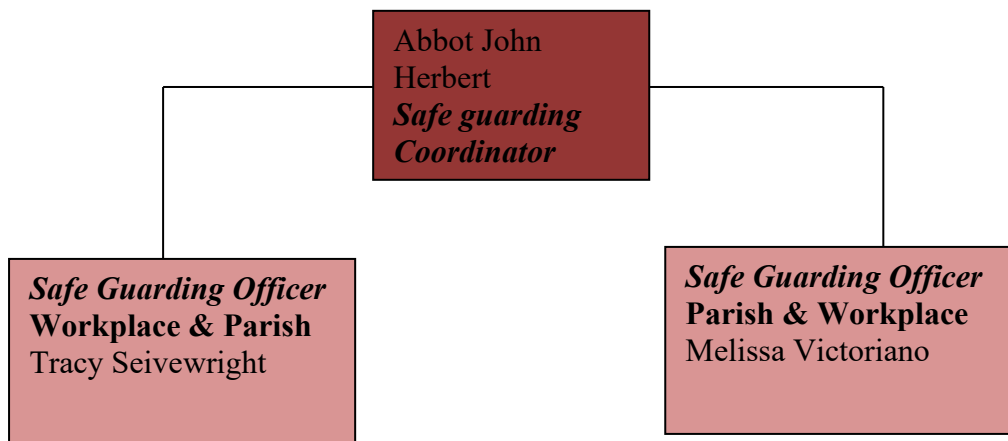
**Purpose**


New Norcia Services is firmly committed to the fundamental belief that all children and adults 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 at risk in our society.

This policy will be reviewed annually to maintain compliance.

**Staff training**

- All employees in key areas of the workplace where they interact with visiting groups of children and adults at risk are trained on Safeguarding principles in regard to all children and adults at risk, including Aboriginal and Torres Strait Islanders, those with disabilities and those from culturally and linguistically diverse backgrounds.
- All personnel in the organization have a copy of the following
  - Safeguarding Commitment Statement
  - Safeguarding Code of Conduct
 A signed copy is retained in each employee file
- All new personnel – are trained in the principles of Safeguarding of children and adults at risk in our workplace and provided with a copy of the following (included in the Employee Handbook)
  - Safeguarding Commitment Statement
  - Safeguarding Code of Conduct
  - All personnel working directly with children are required to hold a current Working With Children clearance
  - Those not working with Children are required to have a current National Police Clearance
- All personnel in key areas where they are required to interact with children or adults at risk in the workplace have participated in completing a Risk Assessment for their workplace
- Managers and other Officials receive an update on Safeguarding at their 6 weekly meetings to be shared with the members of their team
- All personnel are aware of the structure at New Norcia of our Safeguarding Committee which works in support of our Safeguarding Program.
- **Contractors** – all contractors and their employees are provided with a copy of the following:
  - Safeguarding Commitment Statement
  - Safeguarding Code of Conduct
 Signed copies are retained on file



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**Safe Guarding Coordinator**

**Abbot John Herbert**

This position is responsible for coordinating, overseeing and monitoring the fundamental obligation of the New Norcia Parish and workplace to ensure the proper safeguarding of children and adults at risk.

**Safe Guarding Officers**

**Melissa Victoriano & Tracy Sievwright**

The role of Safe Guarding Officers within New Norcia is as follows:

- Be a source of support, advice and information on all matters of safeguarding children and adults at risk in the parish and workplace
- Be the first point of contact for children, adults at risk and other members of the organisation regarding suspicions of abuse and other safeguarding matters
- Respond to all safeguarding concerns in line with the Archdiocese Safeguarding Policy & Procedure manuals, reporting these concerns to the safeguarding Project Coordinator and/or other authorities, as needed
- Keep the Abbot/Parish Priest informed of all concerns, responses and activities relating to safeguarding children and adults at risk in the parish and workplace
- Raise the profile of safeguarding in the parish and local community and ensure that it remains a high priority, and report on any issues or concerns with the implementation of the safeguarding policy and procedures
- Assist with proactive measures within the organisation to safeguard children and adults at risk
- Ensure that all statutory requirements are met within the organisation in respect to the safeguarding of children and adults at risk

**Annual Refresher Training**

- Review of Code of Conduct and Safeguarding Policies and Procedures
- The rights of children and adults at risk including Aboriginal and Torres Strait Islanders, those with disabilities and those from culturally and linguistically diverse backgrounds
- Respect for all children and adults at risk regardless of their individual characteristics, cultural backgrounds and abilities
- Strategies to identify, assess and minimize risk of harm to children and adults at risk
- How to respond to a disclosure of harm from a child or adult at risk
- Complaints process, including how to respond to a complaint about inappropriate behavior towards children and adults at risk
- Reporting obligations including reporting to police, child protection agencies, reportable conduct schemes and any other relevant authorities
- E- safety and cultural awareness training

**Procedure**


Safeguarding Officers are first point of contact for children, adults at risk, and other members of the community regarding suspicions of abuse and other safeguarding concerns

The Archdiocesan Director of Safeguarding Program must be kept informed of all concerns, responses and activities relating to safeguarding children and adults at risk within the community

The concern raised will be reported to the Dept of Child Protection and Family Support or WA Police or the Professional Standards Office

If the complaint involves an employee or a church worker the person will be issued with a Cessation of child related work and the person must not make contact with any children until an assessment is completed by the Director of Safeguarding Program or the Professional Standards Office. Once completed the worker will be informed of the decision.

Any reasonable concern or suspicion of abuse or neglect must be responded to as failure to intervene will result in greater harm to the child or adult at risk

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The Dept for Child Protection and Family Support has a statutory obligation to identify children who are not receiving adequate care and protection, to provide family support services and where necessary to take children into the care of the Dept for Child Protection and Family Support.

Child protection reports should where possible be supported by evidence that indicates the possibility of abuse or neglect however ***lack of supporting evidence should not prevent reporting a concern.***

Individual and community safeguarding training will be run annually for all Depts.