Acknowledgements

The Diocese of Darwin in its development of Child and Youth Risk Management Strategy is indebted to the Catholic Diocese of Townsville for permission to use their material as the basis for our work. We gratefully acknowledge their generosity and continued support.

Introduction

The Catholic Diocese of Darwin is committed to safeguarding children and young people. The Diocesan Safeguarding Children and Young people Prevention and Protection Policy overarches this Child and Youth Risk Management Strategy.

The diocese has developed this document in compliance with the Care and Protection of Children Act 2007, the Domestic and Family Violence Act 2017 and the National Catholic Safeguarding Standards.

This Child and Youth Risk Management Strategy is made up of policies, procedures and resources, continuing our practice of providing safe environments and activities which acknowledge the inherent dignity of each person.

Purpose

The purpose of this Child and Youth Risk Management Strategy is to help identify potential risks of harm to children and young people and to implement strategies and procedures to minimise these risks.

It is intended to provide a uniform standard of best practice, ensuring that every possible effort is made to safeguard against harm or abuse to children or young people.

Scope

This Child and Youth Risk Management Strategy applies to all clergy, religious, employees and volunteers who work in the Diocese. It applies equally to persons in the diocesan offices and parishes as well as those with ministries across the Diocese of Darwin.

These procedures will address the ten National Catholic Safeguarding Standards which will be evidenced by systems and processes implementing this strategy and reviewed through the Safeguarding Audit Checklist documents.

This Child and Youth Risk Management Strategy recognises that some agencies and ministries of the Catholic Diocese of Darwin may be required, by statute or best practice (including government funded programs), to develop their own policy, procedures for the safeguarding of children and young people. These policies, procedures and risk management strategy will be consistent with the Safeguarding Children and Young people Prevention and Protection Policy and this Child and Youth Risk Management Strategy.
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Using the Risk Management Strategy

Content:
1. There are 8 sections to the Risk Management Strategy
   i. Statement of Commitment
   ii. Code of Conduct
   iii. Safeguarding Recruitment, selection training and management
   iv. Disclosures or beliefs of harm
   v. Managing breaches of the Risk Management Strategy
   vi. Risk Management for activities and events
   vii. Working with Children Clearance (Ochre Card)
   viii. Communication and Support

Format:
1. Each section has a green table with the Roles and Responsibilities listed for each of the following:
   i. Parish Priest/ Administrator/ Parish Secretary/ Safeguarding Coordinator
      - The Parish Priest or Administrator is to delegate who has the responsibilities in the Parish
   ii. Church Personnel – includes diocesan and parish leadership, paid employees, religious, leadership of the Catholic agencies
   iii. Diocesan Integrity Officer / Child Safety Coordinator

2. Where necessary further information is provided, namely:
   i. Acceptable and unacceptable conduct for safeguarding children and young people (pp. 6-7)
   ii. Safeguarding practices (pp. 10-12)
   iii. Defining and identifying harm, including disclosures of harm (pp. 14-16)
   iv. What to do in the case of identified harm or abuse (pp. 16 - 20)
   v. Process for managing breaches (pp. 21 -22)
   vi. Risk Assessment process (pp. 23-25)
   vii. Compliance with the Ochre Card system (pp. 27-28)

Resources:
Available on Diocesan website: Policies & Resources.
Statement of Commitment

National Catholic Safeguarding Standard 1: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE
National Catholic Safeguarding Standard 2: CHILDREN ARE SAFE, INFORMED AND PARTICIPATE
National Catholic Safeguarding Standard 3: PARTNERING WITH FAMILIES, CARERS AND COMMUNITIES
National Catholic Safeguarding Standard 4: EQUITY IS PROMOTED AND DIVERSITY IS RESPECTED
National Catholic Safeguarding Standard 9: CONTINUOUS IMPROVEMENT
National Catholic Safeguarding Standard 10: POLICIES AND PROCEDURES SUPPORT CHILD SAFETY

The Catholic Diocese of Darwin, consistent with gospel values and its Mission Statement, follows the example of Jesus in respecting the dignity of each child, young person and vulnerable adult. All members of the diocesan family will work together for the protection of these people and for the prevention of any form of abuse, neglect or exploitation – physical, sexual, emotional or spiritual – within our church communities and organisations.

The Catholic Diocese of Darwin has established a policy and a support document to help protect children and young people in our Church. This policy applies to all clergy, religious, employees and volunteers who work in the diocese and complements the documents *Integrity in Ministry (Reprinted 2010)* and *Integrity in the Service of the Church (2011)*.

This policy also applies to all aspects of church work, including, but not limited to activity within the church buildings and accompanying spaces, community work, pilgrimages, camps, home visiting, trips and holidays.

The Safeguarding Children and Young people Prevention and Protection Policy and the Safeguarding Children and Young people Prevention and Protection Policy Support Document are governed by current legislation and the Catholic National Safeguarding Standards to safeguard children and young people, ensure legislated compliance and be accountable and transparent in all ministries undertaken by the Church.

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<tr>
<th>ROLE</th>
<th>RESPONSIBILITIES</th>
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</thead>
</table>
| Parish Priest or Administrator / Parish Secretary / Parish or Agency Safeguarding Coordinator/s | • Ensure Statement of Commitment is visible in the Church, Parish Office, Conference / meeting rooms, Hall Office, Administration Office, Church facilities and accommodation premises;  
• Ensure Statement of Commitment is also publicised in a child-friendly format;  
• Ensure Statement of Commitment is published in Parish, Ministry and Agency newsletters at least twice a year;  
• Ensure Statement of Commitment is on the Parish, Ministry and Agency website;  
• Provide a copy of Statement of Commitment to all new Clergy, Religious, lay person, paid staff and volunteers within Parish, Ministry and Agency;  
• Ensure any groups, clubs, schools etc. hiring Parish, Ministry or Agency facilities have been made aware of the Statement of Commitment and they understand it;  
• Promote Statement of Commitment to everyone who accesses any ministry or activity, for example, through announcements, newsletters, PowerPoint presentations |
| Parish Priest or Administrator to identify who has the responsibility |  |
| Church personnel | • Ensure understanding of this Statement of Commitment and promote this message to everyone who accesses any Church ministry or |
|---|
| **activity;**
  - Engage in conversation as people make comment or raise questions or concerns about this and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator/s within Parish, Ministry or Agency |
| **Diocesan Integrity Officer / Child Safety Coordinator** | **communicate feedback, updates and changes to Statement of Commitment in consultation with Parish, Ministry and Agency leadership;** |
| | **Encourage constructive discussion and awareness of Statement of Commitment through Parish Council, Ministry and Agency meetings, training and forums, consultations and promotional materials;** |
| | **Ensure Statement of Commitment is printed and provided to parishes, ministries and agencies;** |
Code of Conduct

National Catholic Safeguarding Standard 1: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE
National Catholic Safeguarding Standard 5: ROBUST HUMAN RESOURCE MANAGEMENT
National Catholic Safeguarding Standard 6: EFFECTIVE COMPLAINTS MANAGEMENT
National Catholic Safeguarding Standard 7: ONGOING EDUCATION AND TRAINING

The Diocese of Darwin Code of Conduct, Integrity in Ministry and Integrity in the Service of the Church sets out the principles of behaviour for all clergy, religious, lay workers, paid staff and volunteers.

In respect to safeguarding children and young people, those who serve in the Diocese of Darwin are to:

- Recognize and uphold the dignity in each person and provide courtesy, compassion and respect to all;
- Behave in ways that do not discriminate or isolate individuals or groups;
- Commit to safe and supportive relationships and workplace by not taking advantage of any pastoral or authoritative role for the benefit of oneself; and by adhering to the requirements of the law of Northern Territory regarding reporting any beliefs of harm of children and young people;
- Demonstrate justice and fairness by exhibiting the highest ethical standards and personal integrity in professional conduct;
- Respond with integrity to those who are poor, alienated or marginalised by not acting in an abusive or neglectful manner; and by confidentially sharing concerns or beliefs or inappropriate behaviour with the appropriate person in the organisational structure;
- Be accountable in all work with children and young people;
- Report inappropriate behaviour or conflict of interest;
- Strive for excellence in all work by accepting professional responsibility in the protection of children and young people from all forms of abuse and harm; by providing a professional work environment that is free from harassment; and following the policies and procedures of the Catholic Diocese of Darwin;

In respect to maintaining appropriate professional boundaries, those who serve in the Diocese of Darwin are to:

- Demonstrate behaviour consistent with role and responsibilities;
- Maintain privacy and confidentiality where required;
- Maintain duty of care to other persons in the workplace or in our care;
- Maintain documentation to support decisions made;
- Ensure procedural fairness in all processes;
- Ensure that any perceived “power” relationship is not used inappropriately to the detriment of others;
- Maintain distance between work time activities and personal time activities;
- Report inappropriate conduct where it is a breach of the code of conduct;
- Not disclose inappropriate personal information; and
- Ensure that any potential or actual conflict of interest is reported.

Conflict of interest as it relates to the code of conduct means any interest where a paid or unpaid person, representing the Diocese in an official capacity, has an identified or perceived interest, whether pecuniary or not, in a matter relating to the provision of goods or services to the Diocese where there is a likelihood of personal gain arising from a decision of the Diocese.
Unacceptable Conduct not consistent with this Code of Conduct in the workplace includes but is not limited to, being engaged in activities or situations, including those through use of technology, which can give the appearance of:

- Harassment and bullying;
- Menacing or intimidating behaviour;
- Acceptance of gifts and benefits where they can be seen to directly or indirectly compromise their professional duties or decisions;
- Sexual harassment or assault;
- Exploitation and/or sexual exploitation;
- Conflict of interest;
- Behaviour that endangers the safety or well-being of others
- Abuse, as defined in the Safeguarding Risk Management Strategy;
- Inappropriate conduct/ communications or content transmission using electronic devices;
- Possession or distribution of pornographic material;
- Abuse of alcohol, drugs or gambling that in any way interferes with the person’s service of the Church; and
- Any form of criminal conduct including stealing or any other form of theft or any form of assault.

Breaches to the Code of Conduct may result in, but is not limited to, remedial education, counselling, disciplinary action, dismissal or official reports to police and statutory agencies.

### ROLE
**ROLE** | **RESPONSIBILITIES**
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Parish Priest or Administrator / Parish Secretary / Parish or Agency Safeguarding Coordinator/s | • Provide a copy of the Code of Conduct to all new Clergy, Religious, lay person, paid staff and volunteers within Parish, Ministry and Agency;
• Parish, Ministry or Agency workers, paid staff and volunteers must read, acknowledge their understanding and commitment to abide by the Code of Conduct. Their agreement will be demonstrated through the signed acknowledgement after reading the Code of Conduct. These signed records are to be kept on file in parishes, ministries and agencies for reference and auditing purposes;
• Any serious breaches must be reported to the Diocesan Integrity Officer / Child safety Coordinator
Parish Priest or Administrator to identify who has the responsibility | 

Church personnel | • Ensure understanding of the Code of Conduct and promote this message to all Parish, Ministry and Agency lay workers, paid staff and volunteers;
• Engage in constructive conversation as people make comment or raise questions or concerns about this and encourage them to discuss with Parish Priest/ Administrator or Safeguarding Coordinator/s within Parish, Ministry or Agency;
• Any breaches must be reported to Parish Priest, Administrator, Line Manager, Safeguarding Coordinator/s and to the Diocesan Integrity Officer / Child Safety Coordinator

Diocesan Integrity Officer / Child Safety Coordinator | • Communicate feedback, updates and changes to the Code of Conduct in consultation with Parish, Ministry and Agency leadership;
• Encourage discussion and awareness of the Code of Conduct through Parish Council, Ministry and Agency meetings, training and forums, consultations and promotional materials;
- Ensure copies of the Code of Conduct and/or principles of behaviour are available and are easily accessible to all Church personnel and parishes, ministries and agencies;
- Liaise with the Diocesan Office to ensure Clergy and Religious are trained, understand, agree and sign to abide by the requirements of *Integrity in Ministry*;

(Also refer to the Diocese of Darwin CODE OF CONDUCT)
## Safeguarding recruitment, selection, training and management

National Catholic Safeguarding Standard 2: CHILDREN ARE SAFE, INFORMED AND PARTICIPATE  
National Catholic Safeguarding Standard 3: PARTNERING WITH FAMILIES, CARERS AND COMMUNITIES  
National Catholic Safeguarding Standard 5: ROBUST HUMAN RESOURCE MANAGEMENT  
National Catholic Safeguarding Standard 7: ONGOING EDUCATION AND TRAINING

<table>
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<tr>
<th>ROLE</th>
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<tr>
<td>Parish Priest or Administrator / Parish Secretary / Parish or Agency Safeguarding Coordinator/s</td>
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- Implement safe recruitment and selection practices in the Parish, Ministry and Agency to assist in appointing suitable lay workers, paid staff and volunteers and fully inducting them in safeguarding policy and procedures;  
- Ensure all newly appointed religious, lay workers, paid staff and volunteers are inducted in the first two weeks of commencing. This includes receiving safeguarding material, accessing, reading and signing the receipt notice of understanding and agreeing to all safeguarding procedures;  
- Maintain records relating to safeguarding induction and training including the signed receipt notice for safeguarding procedures are kept on a file in parishes, ministries and agencies for reference and auditing purposes. |
| Church personnel |  
- Ensure understanding of the priority to protect children and young people, irrespective of what role it is in the Parish, Ministry or Agency. Every priest, religious, lay worker, paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure.  
- Commit to fully participate in safeguarding training and information sessions and audits as they occur to ensure continual learning and improving safeguarding practice;  
- Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator/s within the Parish, Ministry or Agency. |
| Diocesan Integrity Officer / Child Safety Coordinator |  
- Support parishes, ministries and agencies to prepare for the recruitment of new paid staff and volunteers;  
- Provide resources as required including the Safeguarding Induction Packs, safeguarding policy and procedures, help to develop position descriptions, interview questions and safeguarding key messages;  
- Support Safeguarding Coordinator/s to facilitate induction meetings and tick off checklist requirements and document on file;  
- Work with the Safeguarding Coordinator/s and other stakeholders externally as identified to provide initial and ongoing annual training to all lay workers, paid staff and volunteers. |
Ensure understanding of General Safeguarding Practices

1.1.1. Two Adult Rule: General safe practice in all activities, recommends the application of the Two Adult Rule which serves to keep children and young people, as well as the adults supporting them safe. Wherever practical no fewer than two adults should be present at all times during any Church sponsored program involving children or young people. It would best that these two adults are not directly related. This approach is an important safeguarding measure because it:

- Significantly reduces the risk of an incident of abuse occurring;
- Protects Church personnel against false allegations;
- Reduces the possibility of a claim of negligence;
- May encourage other people to volunteer if they know there will be assistance on a regular basis;
- Provides help to Church personnel if there is an accident or emergency; and
- Sends a clear statement from the Church that children and young people are valued and are important.

In some smaller parishes there may be a capacity issue where this rule is not possible. In such circumstances, communication with Parish, Ministry or Agency leader is important or talk with the Diocesan Integrity Officer/ Child Safety Coordinator or Safeguarding Coordinator. Protective strategies can be considered to help safeguard. These include:

- Invite a parent or other parishioner to join the activity to be the second supervising adult;
- Engage the child/ren or young person/s in open spaces or leave building doors open;
- Communicate with Parish Priest/Administrator to detail the activity prior to it starting, call-in throughout the activity (at least once) and call again after activity to ensure your time is accounted for;
- Take notes after the activity to document the events such as time, call-ins, witnesses etc. This will help provide confidence and reassurance that good practice in safeguarding is in place.

**Note:** These are just some examples of protective strategies to consider if the Two Adult Rule is not possible. You should discuss with your supervisor, Parish Priest/Administrator, Safeguarding Coordinators or Diocesan Integrity Officer/ Child Safety Coordinator if you are unsure or worried.

Professional counsellors or agency workers at CatholicCare for example, may work alone due to the nature of their work. They will be directed by their policy and procedures.

1.1.2. Physical Contact – Physical contact with children may be required in some circumstances. These may include; management of an injury, to assist with toileting etc. Where practical, an adult should seek parental consent and provide an explanation to the child as to what physical contact will be and why. If there are any worries expressed by the child then the parent/guardian should be contacted or further advice sought;

1.1.3. Transport of children – Church personnel should not transport children in their
vehicles without written consent from the child’s parent or guardian. In the event that a child needs to be transported, for safety reasons the Two Adult Rule applies. All people travelling in a vehicle must wear seat belts, the driver should be appropriately licensed and the vehicles registered, insured and safe to drive;

1.1.4. Parent/Guardian consent for Parish, Ministry or Agency activity or events – Children under 18 participating in any activity or event which occurs as a one-off event or occurs away from church grounds in public areas or private property, must have written consent from the child/ren’s parent or guardian. This should include information to the parent/guardian on where the event is held, duration, pick-up and drop-off details and emergency contact numbers. Transport of children consent also applies if required. See Safeguarding Activity Parent Guardian Consent Form. This form is available on the Diocesan website - Policies & Resources.

**Note:** Ensure a risk assessment has been undertaken for the activity or event and if the risk is assessed as high, a risk management plan completed. The Diocesan Integrity Officer/Child Safety Coordinator is able to assist with this assessment and plan. This risk assessment form is available on the Diocesan website - Policies & Resources.

1.1.5. Change Rooms/Toilets – Children should be afforded privacy when using toilets and change rooms. Responsible practice requires that adequate and appropriate supervision be given to children in these circumstances. Where an adult needs to assist a child, the direction is as per 1.1.2 of this procedure regarding Physical Contact. Supervising adults must work to maintain the privacy of the individuals, such as announcing entry to the room;

1.1.6. Photography/Video – During any ministry or activity it is not uncommon for parents/guardians/other children to take photos (of their children or friends) at celebrations. Church personnel should be aware that there is a risk that some people may attend to take inappropriate photos or video footage of children. At each event or activity it should be announced by the designated leader that sensitivity when taking photos applies and parental/guardian written consent to take photos of their children should always be sought (Photography/Media Consent Form available on the Diocesan website - Policies & Resources;

1.1.7. Use of private space in accommodation – Priests, Religious, lay workers, paid staff or volunteers from time-to-time may need to share facilities with each other and therefore the Code of Ethical Behaviour and Integrity in Ministry principles always applies. Any shared accommodation or facilities between Church personnel and children and/or young people must always undertake a risk assessment and risk management plan for the protection of all involved, including Church personnel. Any concerns prior to the event should be shared with the Diocesan Integrity Officer/Child Safety Coordinator;

1.1.8. ‘Social media’ is the term commonly given to web-based tools which allow users to interact with each other in some way by sharing information, opinions, knowledge and interest online. Social media builds online communities or networks to encourage participation and engagement. When using social media, Church personnel are bound by the Code of Conduct and Integrity in Ministry (for Clergy and Religious) and other relevant policies such as the Diocese of Darwin – Use of Technology policy;
1.1.9. Parishes, ministries and agencies should consider making available resources and educational material for children and for young people which will provide information to help keep them safe. The Diocesan Integrity Officer/Child Safety Coordinator will facilitate these resources being made available as requested. For example: The Safeguarding Program in Western Australia has produced, ‘Protecting God’s Children – A Catholic Parent’s Guide to Keeping Their Kids Safe’. Another useful link is from the Office of the eSafety Commissioner which promotes safer online experiences: https://www.esafety.gov.au/ These resources which can be accessed electronically with the links should be published in Parish, Ministry and Agency newsletters.

These actions will continually emphasize the Church’s commitment in safeguarding.
Disclosures or beliefs of harm

National Catholic Safeguarding Standard 2: CHILDREN ARE SAFE, INFORMED AND PARTICIPATE
National Catholic Safeguarding Standard 3: PARTNERING WITH FAMILIES, CARERS AND COMMUNITIES
National Catholic Safeguarding Standard 6: EFFECTIVE COMPLAINTS MANAGEMENT

The Catholic Diocese of Darwin expects that all concerns, allegations, beliefs and disclosures of abuse are taken seriously. It is critical that employees and/or volunteers know what is expected of them in these circumstances. All reporting of allegations is highly sensitive and should be dealt with in a sensitive and confidential manner with respect for the privacy of the individual/s involved.

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<th>ROLE</th>
<th>RESPONSIBILITIES</th>
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| Parish Priest or Administrator / Parish Secretary / Parish or Agency Safeguarding Coordinator/s | • Ensure this procedure is discussed at Parish Council, Ministry or Agency leadership meetings at least four (4) times a year and documented in Minutes;  
• Support and provide direction to lay workers, paid staff or volunteers on concerns (if concerns are disclosed to them or they believe that a vulnerable person has been or is at risk of being harmed) as per this procedure;  
• Ensure the Diocesan Integrity Officer / Child Safety Coordinator is advised and seek their direction as required; and  
• Be familiar with the Mandatory Reporting: Harm to a Child or Young Person form and have it easily accessible for all Church personnel in the Parish, Ministry or Agency. |
| Parish Priest or Administrator to identify who has the responsibility |                                                                                  |
| Church personnel                          | • Be alert to any possible abuse or neglect of those who are vulnerable in parishes, ministries or agencies;  
• Immediately report concerns to the Police if there is immediate risk of harm or a life-threatening situation; and  
• Inform Parish Priest/Administrator, Safeguarding Coordinator, Diocesan Integrity Officer / Child Safety Coordinator on any concerns received or observed – provided the concerns are not implicating that person. |

Note: If there is a key person implicated in a concern received or observed regarding a child, immediately contact the Diocesan Integrity Officer / Child Safety Coordinator. Call the Police if the matter is urgent.

If this is a complaint regarding an adult who has been abused by Church personnel, including historical abuse as a child, contact the SA & NT Professional Standards Office.
1. **Handling disclosures or beliefs of harm including reporting - procedure outline:**

1.1. **Defining Harm**

1.1.1. Harm is defined as ‘any detrimental effect of a significant nature on the vulnerable person’s physical, psychological or emotional wellbeing’. Harm can be cause by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation or exposure to physical violence;

1.1.2. Considerations when forming a reasonable belief about harm to a vulnerable person include:

- Whether there are detrimental effects on the person’s body or psychological state or emotional state which are evident or likely to become evident in the future;
- In relation to any detrimental effects mentioned above, considering the nature and severity and the likelihood that they will continue; and
- The age of the person and if they are a child under 18 years (section 13 of the Care and Protection of Children Act 2007).

1.1.3. Harm can be cause by a single act or omission or a series of acts or omissions.

1.2. **Identifying Harm**

<table>
<thead>
<tr>
<th>Types of Abuse</th>
<th>Resulting Harm</th>
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<tbody>
<tr>
<td><strong>Physical Abuse</strong></td>
<td><strong>Physical Refers to the body</strong></td>
</tr>
<tr>
<td>- Hitting</td>
<td>- Bruising</td>
</tr>
<tr>
<td>- Shaking</td>
<td>- Fractures</td>
</tr>
<tr>
<td>- Burning/scalding</td>
<td>- Internal injuries</td>
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<tr>
<td>- Biting</td>
<td>- Burns</td>
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<tr>
<td>- Causing bruise or fractures by excessive discipline</td>
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<tr>
<td>- Poisoning</td>
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<tr>
<td>- Giving children alcohol, illegal drugs or inappropriate medication</td>
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<tr>
<td>- Domestic and family violence</td>
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</tbody>
</table>
### Psychological or Emotional Abuse
- Scapegoating
- Persistent rejection or hostility
- Constant yelling, insults or criticism
- Cultural affronts
- Teasing/bullying
- Domestic and family violence

### Neglect
- Not giving a vulnerable person sufficient food, housing, hygienic living conditions, health care and adequate supervision
- Leaving children unattended
- Children missing school

### Sexual Abuse or exploitation
- Kissing or holding a vulnerable person in a sexual manner
- Exposing a sexual body part to a vulnerable person
- Exposing vulnerable people to sexual acts or pornography
- Having sexual relations with a child or young person under the age of 16 or any behaviour of a sexual nature against a person (no matter their age) which is unwanted and takes place without the consent or understanding of that person.

### Psychological Refers to the mind and cognitive processes
- Learning and development delays
- Impaired self-image

### Emotional Refers to the ability to express emotions
- Depression
- Hypervigilance
- Poor self-esteem
- Self-harm
- Fear/anxiety

**Note:** This is not a complete list of the types of abuse and resulting harm, however should be used as a tool for potential signs of harm.

1.2.1. **Disclosure of Harm** – A disclosure of harm occurs when someone, including a child, tells you about harm that has happened, is happening, or is likely to happen.

Disclosures of harm may start with:
- ‘I think I saw…’
- ‘Somebody told me that…’
- ‘Just think you should know…’
- ‘I’m not sure what I want you to do, but…’

It is important to act quickly and in the best interest of the vulnerable person after a disclosure of harm is received, irrespective of the alleged source of harm and especially if the vulnerable person is a child.

1.2.2. **Belief of harm** – A belief on reasonable grounds that a vulnerable person has suffered, is suffering, or is likely to be harmed. This includes circumstances which relate to an unborn child who may be in need of protection after he or she is born. A vulnerable person who has been, or may be experiencing, abuse may show behavioural, emotional or physical signs of stress and abuse.

1.2.3. There may also be other circumstances where there is concern for a person’s welfare but it does not reach the threshold to be considered a disclosure or
belief of harm.

1.2.4. You have a duty of care to follow up on any beliefs of harm or potential risk of harm to children and young people in your care. You can do this by observing and recording the actions of children or young people who might be at risk, and reporting your concerns to the Diocesan Integrity Officer / Child Safety Coordinator or relevant authorities if you have immediate concerns.

1.3. What to do in the case of incidents, concerns, and/or disclosure of abuse or harm

1.3.1. Forming a belief of harm

<table>
<thead>
<tr>
<th>Reasonable grounds to form a belief of harm include:</th>
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<tbody>
<tr>
<td>• a child or vulnerable adult discloses they have been harmed;</td>
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<tr>
<td>• someone else (for example: another child, parent) discloses that harm has occurred or is likely to occur;</td>
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<tr>
<td>• a child or vulnerable adult discloses harm to another (it may be possible they are referring to themselves);</td>
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<tr>
<td>• significant changes in behaviour of the person or the presence of new unexplained and suspicious injuries; or</td>
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<tr>
<td>• harm to a person is directly witnessed.</td>
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</tbody>
</table>

Where there is a belief that a child or young person is being harmed physically, sexually or emotionally, the following checklist guides your behaviour in responding to the disclosure:

- listen;
- affirm;
- support – ‘Thank you for telling me, you are very brave.’;
- safety – ‘I’m sorry this happened to you. I’ll do everything I can to keep you safe. I will have to speak to other people in order to help’;
- document – after speaking with the person make your own notes of the conversation. Ensure that the disclosure is recorded as fully as possible on the Mandatory Reporting Form (Available on the diocesan website – Policies & Resources);
- act - report according to the Safeguarding Reporting Procedure below.

If an adult or child disclose harm, the child or adult must be told that is has to be reported.

1.3.2. Documenting the Disclosure

- Notes about a disclosure must be recorded. Immediately after the disclosure discussion, make your own notes and as far as is possible record the actual words spoken. It is important to ensure that the child, young person or vulnerable adult is informed that the documentation is occurring and of its importance. The explanation should be appropriate to the age and level of understanding of the person.
- Remain alert to any warning signs or indicators as outlined in this procedure;
- Pay close attention to changes in the vulnerable persons behaviour, ideas,
feeling and the words they use;
- Make written notes of observations in a non-judgmental and accurate manner;
- Do not be selective. Include detail which to you may seem irrelevant. It may prove invaluable at a later stage in an investigation.
- Any copies of records retained must be kept secure and confidential.

Complete the *Mandatory Reporting: Harm to a Child or Young Person* (Diocesan website - Policies & Resources) and submit as requested. The record is to be signed and dated by the person filling in the form.

The record also includes:

- accurate identifying information as far as it is known. This should include the name and address of the person who has raised a concern (as well as their date of birth, and parents'/carers'/names and addresses when the person who has raised a concern/allegation is a child);
- the name of the individual against whom the concern/allegation is being raised and any other identifying information;
- as much information as possible about the circumstances that led to the concern/allegation being raised, why is the person reporting worried about the welfare and safety of the child/children or vulnerable adult/s;
- dates when the concern arose, or when the incident(s) occurred;
- circumstances in which the concern arose, or the incident(s) occurred;
- any explanation offered to account for the risk, injury or concern;
- the person’s own statement using the words they used to describe the events or incident(s), if possible. Do not make assumptions about the intended meaning of words used;
- details of any action already taken concerning the incident/concern/allegation; and
- any views expressed by the child’s parent(s) or guardian(s)/carer(s) about the matter.

Any issues relating to beliefs of or alleged harm and/or abuse to children or young people is highly sensitive and must be treated in such a way. The matter should only be discussed with relevant key contacts in the Catholic Diocese of Darwin including the Diocesan Integrity Officer / Child Safety Coordinator; and Officers of statutory authorities such as Police, Territory Families Central Intake Team and Office of Public Guardian for example.

It is important not to discuss the incident/concern with anyone other than those detailed in these procedures.

When it is alleged that an employee or volunteer with the Catholic Church or an Agency of the Catholic Church, is the perpetrator of harm against a child or young person, the employee or volunteer may be stood aside from their duties until the matter is investigated and resolved. (An employee stood aside should continue to receive full pay until the matter is resolved. The Diocesan Office is to be advised in these circumstances and they will assist.)

If the allegation is proven, the employee’s or volunteer’s employment may be terminated. Further response to those proven guilty of abuse will be in line with Part Two Sections 27, 28 and 29 of ‘Towards Healing’.
1.3.3. Reporting the Disclosure

All people must report knowledge of or reasonable beliefs of harm, exploitation or neglect of a person aged less than 18 years. The following procedure applies to: all clergy, religious, Church employees, volunteers and students on placement. Catholic Agencies must follow the specific guidelines set out for their employees/volunteers.

**In the case of domestic and family violence, any adult is obliged to report to police if they believe:**

- A person has caused or is likely to cause serious physical harm* to someone they are in a domestic or family relationship with and/or
- The life or safety of a person is under serious or imminent threat because of domestic or family violence that has been, is being or is about to be committed

- **If reporting Domestic and Family Violence: report directly to the police.**
  - If emergency response required, 000.
  - If non-emergency, phone 131 444 to report your concerns

It is an offence if a reasonable belief is held about harm and/or serious or imminent threat of harm and this is not reported. The benefit of the doubt should always be in favour of the victim or the one reporting the harm.

**In the case of harm to a child or young person, any adult is obliged to report their belief of harm immediately:**

- **If a belief is held that a child is being, has been, or likely to be abused or neglected by a family member, you are required by law to report their concerns: Territory Families Central Intake Team - 1800 700 250**
- **If a belief is held that a child is being, has been, or likely to be abused or neglected outside of the family, you are required by law to report their concerns: report directly to the police.**
  - If emergency response required, 000.
  - If non-emergency, phone 131 444 to report your concern
- **If the offender is engaged in church activities a report must also be made to the Diocesan Integrity Officer / Child Safety Coordinator**

* Serious physical harm is defined by Section 1A of the Criminal code as: unconsciousness, pain, disfigurement, infection with a disease and any physical contact that a person might reasonable object physical harm to in the circumstances, whether or not the person was aware of it at the time. Serious harm (including the cumulative effect of more than one form of harm) is defined as: anything that endangers, or is likely to endanger a person’s life, or that is or is likely to be significant and longstanding. You will need to make a decision to determine if the injury or circumstances fit within the definition of serious physical harm.

There is no mandatory reporting for domestic and family violence that falls outside the definition of “serious physical harm”. This does not change your professional obligations to provide support, safety planning and appropriate referral of persons in need of help in this area.
1.3.4. Following the Disclosure

Discuss the matter with someone with authority over these matters such as the Parish Priest, Safeguarding Coordinator or Diocesan Integrity Officer / Child Safety Coordinator and decide if further action needs to be taken. (When one of these role holders is the alleged perpetrator, contact the SA & NT Professional Standards Office.)

Professional discernment may indicate that a child, young person or vulnerable adult should be referred to a professional service such as CatholicCare NT or a similar agency for support. This decision may be taken in consultation between the Diocesan Integrity Officer and/or Director of Professional Standards and CatholicCare NT.

**Protection of person making report**

The Northern Territory of Australia Care and Protection of Children Act 2007 states that:

> (1) A person acting in good faith in making a report under section 26 is not civilly or criminally liable, or in breach of any professional code of conduct:
>  
> (a) for making the report; or
>  
> (b) for disclosing any information in the report.

This same protection applies to mandatory reporting of domestic and family violence under the amendment to the Domestic and Family Violence Act 2009.

Situations involving harm and reporting harm or abuse can become volatile very quick for all involved and may place everyone in that situation at risk of harm if not considered carefully. Safety to the Church staff, specifically the person/s engaging with the vulnerable adult must take first priority and the Police should be called without hesitation on 000 if there is an escalation in behaviour and safety for any person is compromised.

**You cannot offer meaningful assistance to a vulnerable person if your own safety and well-being is compromised.**

Debriefing and pastoral care after a disclosure of harm is received and reported is very important for your own self-care and well-being.

1.4. Complaint process for alleged institutional abuse

1.4.1. All church personnel must contact the Diocesan Integrity Officer / Child Safety Coordinator if a complaint is received so this process can be facilitated and the complainant supported. If there is a key person implicated in a concern received or observed regarding a child, immediately contact the Diocesan Integrity Officer / Child Safety Coordinator. If there is a complaint regarding an adult who has been abused (current or historical) by Church personnel contact the SA & NT Professional Standards Office.
1.4.2. Complaints regarding children and youth follows the following process:

**Who can make a complaint?**
- Parent
- Child / Youth
- Staff member /

**What is a complaint?**
Any child and youth safety concerns, including:
- Disclosure of abuse or harm;
- Allegation, observation or belief of harm;
- Breach of Code of Conduct;
- General safety or environmental concerns.

**How to make a complaint?**
Report any harm or abuse to a child or youth to the Police or the Child Protection Hotline 1800 700 250. Report any other complaint or concern by a:
- Face-to-face verbal report;
- Letter;
- Email; or
- Telephone call.

**Who to complain to?**
Safeguarding Coordinator, manager, supervisor, priest, Integrity Officer / Child Safety Coordinator, or SA & NT Professional Standards Office

**What happens next?**
The Safeguarding Coordinator /manager / supervisor / priest /Integrity Officer / Child Safety Coordinator, or SA & NT Professional Standards Office, in accordance with the law:
- Offer support to the child or youth, the parents, the person who makes the complaint and the accused staff member/ volunteer;
- Initiate an internal process to ensure the safety of all children and young people, clarify the nature of the complaint and commence investigation (if required)

**Outcome**
Investigation completed; outcome determined; relevant staff, volunteers, parents and child or youth notified of outcome of investigation; disciplinary action taken; policies, procedures and risk management assessments reviewed and updated as required.

Call 000 if a child is in immediate danger.
Managing breaches of the risk management strategy

National Catholic Safeguarding Standard 1: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE
National Catholic Safeguarding Standard 5: ROBUST HUMAN RESOURCE MANAGEMENT
National Catholic Safeguarding Standard 6: EFFECTIVE COMPLAINTS MANAGEMENT
National Catholic Safeguarding Standard 7: ONGOING EDUCATION AND TRAINING
National Catholic Safeguarding Standard 8: SAFE PHYSICAL AND ONLINE ENVIRONMENTS

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<th>ROLE</th>
<th>RESPONSIBILITIES</th>
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| Parish Priest or Administrator/ Parish Secretary/ Parish or Agency Safeguarding Coordinator/s | • Ensure this procedure is included when all new lay people, paid staff and volunteers within Parish, Ministry or Agency receive their induction training and they acknowledge their understanding and commitment to abide by this procedure;
• Report any significant breaches of the Safeguarding Risk Management Strategy to the Diocesan Integrity Officer / Child Safety Coordinator by completing the Safeguarding Non-Mandatory Reporting Form. |
| Parish Priest or Administrator to identify who has the responsibility | • Ensure understanding of the priority to protect children and young people, irrespective of what role it is in the Parish, Ministry or Agency. Every lay person, paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported to supervisor or to Diocesan Integrity Officer / Child Safety Coordinator if the breaches are considered serious; and
• Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure specifically and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator within Parish, Ministry or Agency. |
| Church personnel                          |                                                                                                                                                                                                                  |
| Diocesan Integrity Officer / Child Safety Coordinator | • Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies;
• Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns of breaches or potential breaches, working proactively and in partnership with the parishes, ministries and agencies; |

1. Process for managing breaches

1.1. Any breaches in safeguarding policy and procedures will be considered by the person with the responsibility to supervise the person who has or is alleged to have breached the policy and/or procedures. For example, if a volunteer has breached the Code of Conduct in a Parish, the Parish Priest/Administrator will consider the seriousness of the breach;

1.2. Complete the Safeguarding Non-Mandatory Reporting Form and send on to the Diocesan Integrity Officer / Child Safety Coordinator as soon as practical. This form is available on the Diocesan website - Policies & Resources,

1.3. Ensure that natural justice and procedural fairness to the person/s who has or is alleged to have breached the policy and/or procedures is applied and all perspectives are shared to best understand what happened;
1.3.1. For any disciplinary discussions, the person who has or is alleged to have breached the policy and/or procedures should be offered a support person to sit with them as a witness and similarly the supervisor should seek advice on how to best facilitate the discussion and determine the most appropriate action.

1.4. Both the person/s and the supervisor should document what happened, where the incident occurred and who were involved. Supervisor notes should be documented and filed in a safe, confidential and secure file to respect the privacy of those impacted;

1.4.1. The Diocesan Integrity Officer / Child Safety Coordinator must be advised of the breach or alleged breach in the policy and/or procedures if the breach is considered serious so that additional support and direction can be provided.

1.5. An outcome can vary depending on the determined breach in the policy and/or procedures. This may include:
- Emphasising the relevant component of the risk management strategy, for example, the Code of Ethical Behaviour;
- Providing closer supervision;
- Providing further education and training;
- Mediating between those involved in the incident (where appropriate);
- Disciplinary/ complaints procedures (if necessary);
- Reviewing current policies and procedures; and
- Developing new policies and procedures (if necessary).
## Risk Management for managing high risk activities and special events

National Catholic Safeguarding Standard 1: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE

National Catholic Safeguarding Standard 7: ONGOING EDUCATION AND TRAINING

National Catholic Safeguarding Standard 8: SAFE PHYSICAL AND ONLINE ENVIRONMENTS

### ROLE | RESPONSIBILITIES
--- | ---
Parish Priest or Administrator/ Parish Secretary/ Parish or Agency Safeguarding Coordinator/s | • Lead and monitor to a high standard, risk management practice within the Parish, Ministry and Agency to ensure risk assessments are continually undertaken and risk management plans in safeguarding are in place for high risk activities and special events, and these plans are being reviewed regularly (there are sample Risk Assessments on the Diocesan website - [Policies & Resources](#)); and
• Ensure the Diocesan Integrity Officer / Child Safety Coordinator or Pastoral Support Coordinator are advised of any serious breaches in safeguarding procedures.

Parish Priest or Administrator to identify who has the responsibility | • Ensure understanding of the priority to protect children and young people, irrespective of what role it is in the Parish, Ministry or Agency. Every lay worker, paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported to supervisor or to the Integrity Officer / Child Safety Coordinator
• Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure specifically and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator within Parish, Ministry or Agency.

Church personnel | • Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies;
• Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns of breaches or potential breaches, working proactively and in partnership with the parishes, ministries and agencies;

Diocesan Integrity Officer / Child Safety Coordinator | 1.1. Risk Management Assessment required when activity:
• Involves the participation of volunteers or people who are external to your Parish, Ministry or Agency;
• Is to take place at an external venue or destination with a large amount of people and/or hazards (e.g. involving water hazards such as ponds, lakes or pools);
• Is to take place overnight or for a lengthy period of time; and/or
• Involves activities, ministries or services provided to other vulnerable, complex needs children, young people or adults.

1.2. Risk Assessment process – 6 steps:

1. **Describing the activity** - should be outlined from start to finish and include the purpose of the activity, where its taking place, who is involved (i.e. children, young people and/or young people) and if there are external people assisting etc.;

2. **Identifying the risks** - should focus on how harm might occur and to whom.
Involving and encouraging children and young people to assist in identifying risks should occur where appropriate. For example, you may enquire with a group of children the things you as leaders may need to watch out for, to help them feel safe during the activity or event. They may provide information you have not considered.

3 Analysing the risks - is important to determine the action and even if the activity is practical. There are two key steps to analysing risk:

- How likely will harm occur? (Likelihood); and
- What would happen if harm did occur? (Consequences).

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Almost Certain</th>
<th>Likely</th>
<th>Possible</th>
<th>Unlikely</th>
<th>Rare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Almost certain to occur in most circumstances</td>
<td>Likely to occur frequently</td>
<td>Possible and likely to occur at some time</td>
<td>Unlikely to occur but could happen</td>
<td>May occur but only in rare and exceptional circumstances</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Consequences</th>
<th>Critical</th>
<th>Major</th>
<th>Moderate</th>
<th>Minor</th>
<th>Insignificant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>- Critical incident. (e.g. Death or permanent disability of adult or child; high level of distress to other parties)</td>
<td>- Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety &amp; welfare liability incident / issue.</td>
<td>- Serious injuries and/or illness.</td>
<td>- Minor first aid or minor occupational health safety &amp; welfare liability incident / issue (e.g. minor cuts, bruises, bumps).</td>
<td>- No treatment required.</td>
</tr>
<tr>
<td>Likely</td>
<td></td>
<td></td>
<td>- Major incident which damages public or parent confidence.</td>
<td></td>
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<tr>
<td>Possible</td>
<td></td>
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<td>- One or more children are lost from the main group.</td>
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<tr>
<td>Unlikely</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rare</td>
<td></td>
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4 Evaluate the risk - it will depend on your answers in step 3. For example, if a risk is likely to occur and the consequences could result in major harm to a child or young person, then this would be considered high risk. See matrix below;
5 *Manage the risk* - is a cyclical process comprising of:
- Assessing a risk treatment;
- Deciding whether residual risk levels are tolerable;
- If not tolerable, generating a new risk treatment; and
- Assessing the effectiveness of that treatment.

Risk management options should consider the values and perceptions of people involved in your Parish, Ministry, Agency and the wider community. Risk assessment and planning is a key element to not only helping to protect children and young people, but also to protect Church personnel who are providing ministry and service; and ultimately the Church itself so people can be confident that the Church is a safe place for our most vulnerable;

You now should consider how likely it is for the risk to occur after control measure have been put in place, and how bad the outcome would be if the risk was to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child then you may need to rethink the activity;

The *Risk Assessment Form* should be used when documenting your risk assessment and risk management. The plan must be signed off by the authority in that relevant Parish, Ministry and Agency and a copy sent to the Diocesan Integrity Officer / Child Safety Coordinator for record keeping, safeguarding and auditing purposes. This form is available on the Diocesan website - Policies & Resources.

6 *Review* - ongoing review is essential to ensure that the risk assessment your Parish, Ministry or Agency develops for your high risk activity or special event is effective. Reviewing can be useful for future planning. A nominated person should be tasked with reviewing the risk assessment after the event or activity and the Diocesan Integrity Officer / Child Safety Coordinator is able to assist in this review.
Compliance with SAFE NT and the Working With Children Clearance (Ochre Card)

National Catholic Safeguarding Standard 5: ROBUST HUMAN RESOURCE MANAGEMENT

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<th>RESPONSIBILITIES</th>
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| Parish Priest or Administrator/ Parish Secretary/ Parish or Agency Safeguarding Coordinator/s | • Identify nominated contact person/s for managing Ochre Cards and a record of this appointment be kept on Parish, Ministry or Agency files. Employee and Ochre Card registers are to be maintained and filed in a secure location. Electronic copies are to be provided to the Diocesan Integrity Officer / Child Safety Coordinator.  
• Ensure any concerns received on employees/volunteers, or negative notices, cancellations or suspension notices received from NT SAFE are reported to the Diocesan Integrity Officer / Child Safety Coordinator. |
| Parish Priest or Administrator to identify who has the responsibility | |
| Church personnel | • Ensure understanding of the priority to protect children and young people, irrespective of what role it is in the Parish, Ministry or Agency. Every lay worker, paid staff member and volunteer has a responsibility in safeguarding and complying with this procedure. Any breaches must be reported to supervisor or to Professional Standards if the breaches are considered serious; and  
• Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding or this procedure and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator within Parish, Ministry or Agency. |
| Diocesan Integrity Officer / Child Safety Coordinator | • Communicate updates and changes to this procedure in consultation with parishes, ministries and agencies;  
• Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns of breaches or potential breaches, working proactively and in partnership with the parishes, ministries and agencies;  
• Ensure that all Church personnel have been trained in this procedure, have understood and agree to comply by signing the receipt notice covering all safeguarding procedures;  
• Monitor Parish, Ministry and Agency Employee and Ochre Card Registers for compliance; and  
• Liaise with relevant authorities on any clarification required with this procedure. |

1. **Compliance with the Ochre Card system**

1.1. The Ochre Card provided through SAFE NT is one important factor in a suite of strategies to safeguard children and young people as they participate in ministry within the Catholic Diocese of Darwin. Ochre Cards determine a person **eligibility** to work with children and young people. It does not determine their **suitability** and that is why compliance with all safeguarding policy and procedures are important. Church personnel should ensure they are aware of this throughout their ministry as it will help to identify risks as they arise and will direct the steps to follow to best safeguard our most vulnerable.

1.2. The parishes, ministries and agencies welcome and invite people to volunteer their time to
support ministries and activities involving children. It is the Parish, Ministry and Agency’s responsibility to ensure that a volunteer is appropriate for the role, by following the recruitment and selection processes contained within the safeguarding procedures.

1.3. All persons aged 15 years and over are to have an Ochre Card if they are a paid employee or are on a roster undertaking voluntary work within the parish.

Roles requiring an Ochre Card:
- Safeguarding Coordinator;
- Sacramental Coordinator;
- Sacramental Leader;
- Children’s Liturgy of the Word leaders;
- Youth Ministry Coordinator;
- Youth Ministry Leaders;
- Altar Servers trainer;
- Sacristan if they are in contact with children;
- Choir Leader – where children are included in the general choir and for children’s choir,
- Nativity Play Leader;
- Holiday Activities Leader;
- Parish Pastoral members (if their role is decision-making on children/youth programs such as recruiting ministry leaders or coordinating children’s/youth events etc); and
- Any other role that involves working closely with children and young people through any Church ministry.

1.4. Any Parish, Ministry or Agency role which has contact with children in their service, or leadership role on a committee, board or council requires an Ochre Card.

1.5. All persons must not commence regulated child-related work until they hold a valid Ochre Card.

1.6. Exemptions
- The following persons must meet all the criteria:
  - Interstate resident
    - is not a resident of the Northern Territory; and
    - is engaged as a voluntary worker to perform child-related work; and
    - is so engaged for a total period that does not exceed 30 days within a 12 month period

1.7. Certain people are prohibited from applying for or renewing an Ochre Card. The Care and Protection of Children Act 2011 (the Act) states that:

If the candidate has been convicted of an offence, or has a criminal history, that is prescribed by regulation, the Authority:
- must not issue a clearance notice to the candidate; and
- must, as soon as practicable, give notice of the Authority’s decision to the candidate and the applicant for the clearance notice (if the applicant is not the candidate).
One or more of the following may be taken into account:
- the whole of the person’s criminal history;
- in relation to any offence the person has committed:
  - the nature and gravity of the offence; and
  - the relevance of the offence to any child-related employment; and
  - the age of the victim when the offence was committed; and
  - the time that has elapsed since the commission of the offence;
- in relation to any alleged commission of an offence by the person – the risk of harm or exploitation to children posed by the person in view of the allegation and other related circumstances (including any patterns of the person’s behaviour);
- employment records;
- any other matters the Authority may reasonably take into account in the circumstances

A disqualified person must not:
- Sign a Ochre Card application, or
- Make an application to run a regulated child-related business, or
- Work in child-related employment or carry on a child-related business that is regulated by the Act.

**Note:** Fines up to $76,500 for allowing someone to work or volunteer with children without a clearance may apply.

1.8. The Ochre Card application form for a paid employee or volunteer allows for the Clearance Notice and Ochre card to be sent to the volunteer or employee or to the employer / organization. This is the person who Ochre Card Services will send all notifications to and this is the only person who Ochre Card Services can discuss the person’s Ochre Card status with unless additional authorisation is provided.

1.9. If a person joins your Parish, Ministry or Agency and already has a Ochre Card, you must:

2.0. Managing changes in police information:

2.0.1. You must ensure that individuals understand their obligation to advise you of this change. (Maximum penalty is 50 penalty units or imprisonment for 6 months). Your employees/volunteers are not required to disclose the specific nature of the change, only that a change has occurred; and

2.0.2. You must have processes in place to ensure that SAFE NT is advised.

2.0.3. If there has been a change in police information received by the Parish, Ministry or Agency, the Diocesan Integrity Officer / Child Safety Coordinator must be notified to discuss the next steps and to ensure safeguarding measures are in place where deemed necessary.

2.1. Managing high risk individuals:

2.1.1. You must ensure that you have relevant notices kept in a confidential and secure file for notifications from SAFE NT in relation to high-risk individuals, and that a copy of these notices are provided immediately to the Diocesan Integrity Officer / Child Safety Coordinator. For example:
- An employee/volunteer Ochre Card application is refused; or
- An employee/volunteer has their Ochre Card cancelled or suspended; or
- A notification in relation to a serious change in criminal history is received from SAFE NT.
Communication and Support

National Catholic Safeguarding Standard 1: COMMITTED LEADERSHIP, GOVERNANCE AND CULTURE
National Catholic Safeguarding Standard 5: ROBUST HUMAN RESOURCE MANAGEMENT
National Catholic Safeguarding Standard 6: EFFECTIVE COMPLAINTS MANAGEMENT
National Catholic Safeguarding Standard 7: ONGOING EDUCATION AND TRAINING
National Catholic Safeguarding Standard 8: SAFE PHYSICAL AND ONLINE ENVIRONMENTS

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| Parish Priest or Administrator/ Parish Secretary/ Parish or Agency Safeguarding Coordinator/s | • Ensure the *Safeguarding Standards Audit and Action Plan* is kept on file and tabled at council or leadership meetings at least twice a year to provide ongoing monitoring of safeguarding procedures and practice.  
• Ensure that as feedback on the Risk Management Strategy (these procedures) are received, is recorded and provided in a timely way to the Diocesan Integrity Officer / Child Safety Coordinator. For significant matters which may require an immediate revision of safeguarding procedures, the Diocesan Integrity Officer / Child Safety Coordinator should be advised immediately. |
| Church personnel | • Engage in constructive conversation as people make comment or raise questions or concerns about safeguarding procedures and encourage them to discuss with Parish Priest/Administrator or Safeguarding Coordinator/s within Parish, Ministry or Agency. |
| Diocesan Integrity Officer / Child Safety Coordinator | • Communicate updates and changes to this procedure in consultation with Parishes, Ministries and Agencies;  
• Encourage discussion and awareness of this procedure and to make time available to meet and discuss any concerns or feedback, working proactively and in partnership with the Parishes, Ministries and Agencies;  
• Establish a *Safeguarding Standards Audit and Action Plan* so that each Parish, Ministry and Agency are aware of their responsibilities to ensure compliance and ongoing implementation of effective safeguarding practice. This checklist should be monitored quarterly and support provide to ensure compliance and ensure parish councils or leadership meetings are discussing it at least twice a year;  
• Continue to work collaboratively with all Church personnel, parishes, ministries and agencies, Professional Standards colleagues and report feedback accordingly to Safeguarding Committee; and  
• Maintain a Diocesan Register of all Safeguarding Coordinators and ensure they are supported. |