

Declaration of Assurance and Compliance (Regulated Activities)

Church Authority:		Date:	
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This declaration relates to all activities/entities/ministries governed by the Church Authority which are covered by an external accreditation or external audit process.

The information provided in this form will assist CPSL to gain an understanding of the existing assurance processes in place for education, health, welfare and/or other services, to inform future audit processes for these types of regulated activities.

Section 1: About the Organisation - requests information about the Church Authority.

Section 2: Declaration of Assurance and Compliance - lists the NCSS Criteria and requests information regarding existing accreditation or audit processes as at the current date.

Section 3: Contact Details

NB: Information provided as part of this Declaration of Assurance and Compliance must be accurate and complete and will be verified as part of the Church Authority's scheduled audit.

Should you have any queries in relation to completing this document, please do not hesitate to contact Tania Stegemann, CPSL Director of Compliance on 1300 603 411.

Section 1: About the Church Authority

Attach a separate document if insufficient space.

Activity Description		
Activities	Location(s)	Type of Existing Assurance Coverage
Activities/entities/ministries/programs covered by this Declaration of Assurance and Compliance (type of service and sector)	Location of activities/entities/ministries/ programs covered by this Declaration of Assurance and Compliance	Accreditations/certifications relevant to the activity or ministry, including the date of the last accreditation/certification and the expiry date (where applicable)

Section 2: Declaration of Assurance and Compliance

Please provide details of which accreditation/certification provides assurance over the requirements of the NCSS.

Where a criterion is not covered by accreditation, please provide information regarding how the activity/ministry complies with the criterion.

Attach a separate document if insufficient space.

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 1: Committed leadership, governance and culture <i>Please provide information of how the accreditation/certification provides assurance that the activity/ministry complies with this requirement.</i>		
Criteria 1.1 The entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse		<i>Where the requirement is not covered by an accreditation/certification, please provide details of how compliance with the requirement is achieved.</i>
Criteria 1.2 A child safeguarding culture is championed and modelled at all levels of the entity from the top down and bottom up		
Criteria 1.3 Governance arrangements facilitate implementation of a Child Safeguarding Policy across the entity's activities		
Criteria 1.4 A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Criteria 1.5 The entity has risk management strategies focusing on preventing, identifying and mitigating risks to children		
Criteria 1.6 Personnel understand their obligations on information sharing and record keeping		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 2: Children are safe, informed and participate		
Criteria 2.1 Children are informed about their rights, including safety, information and participation		
Criteria 2.2 The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated		
Criteria 2.3 Where relevant to the setting or context, children and families may be offered access to abuse prevention programs and related information that is age appropriate		
Criteria 2.4 Personnel are attuned to signs of harm and facilitate child-friendly ways for children to express their views, participate in decision-making and raise their concerns		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 3: Partnering with families, carers and communities		
Criteria 3.1 Families and carers participate in decisions affecting their child		
Criteria 3.2 The entity engages and openly communicates with families, carers and communities about its child safeguarding approach, and relevant information is accessible		
Criteria 3.3 Families, carers and communities have a say in the entity's policies and practices		
Criteria 3.4 Families, carers and communities are informed about the entity's operations and governance		
Criteria 3.5 The entity takes a leadership role in raising community awareness of the dignity and rights of all children		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 4: Equity is promoted and diversity is respected		
Criteria 4.1 The entity actively anticipates children’s diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable		
Criteria 4.2 All children have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand		
Criteria 4.3 The entity pays particular attention to the needs of Aboriginal and Torres Strait Islander children, children with disability, and children from culturally and linguistically diverse backgrounds, those who are unable to live at home, and children of diverse sexuality		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Criteria 5: Robust Human Resource Management		
Criteria 5.1 Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises child safeguarding		
Criteria 5.2 Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks		
Criteria 5.3 Personnel receive an appropriate induction and are aware of their child safeguarding responsibilities, including reporting obligations		
Criteria 5.4 Ongoing supervision and people management is focused on child safeguarding		

Criteria	External Assurance Coverage	Information on how compliance is achieved
<p>Criteria 5.5 Robust processes exist for screening candidates before and during seminary and religious formation. Robust processes are implemented for ongoing formation, support and supervision of clergy and religious</p>		
<p>Criteria 5.6 Seminary and formation programs for clergy and religious have appropriate curriculum to build the knowledge and skills of candidates to understand and lead child safeguarding initiatives</p>		
<p>Criteria 5.7 Credentialing and movement of seminarians, clergy and religious is appropriately managed</p>		
<p>Criteria 5.8 Entities which receive overseas clergy and religious for work in ministry have targeted programs for the screening, induction, professional supervision and development of these individuals</p>		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 6: Effective complaints management		
Criteria 6.1 The entity has an effective Complaints Handling Policy and procedures which clearly outline the roles and responsibilities, approaches to dealing with different types of complaints, reporting obligations and record keeping requirements		
Criteria 6.2 The entity has a child-focused complaints handling system that is understood by children, families, carers and personnel		
Criteria 6.3 Complaints are taken seriously, and responded to promptly and thoroughly		
Criteria 6.4 The entity has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Criteria 6.5 Reporting, privacy and employment law obligations are met		
Criteria 6.6 The Church Authority ensures mechanisms are in place to care for adult complainants		
Criteria 6.7 The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 7: Ongoing education and training		
Criteria 7.1 Personnel are trained and supported to effectively implement the entity's child safeguarding policies and procedures		
Criteria 7.2 Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child		
Criteria 7.3 Personnel receive training and information to enable them to respond effectively to child safeguarding risks, concerns, disclosures and allegations of child abuse		
Criteria 7.4 Personnel receive training and information on how to build culturally safe environments for children		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 8: Safe physical and online environments		
Criteria 8.1 Personnel identify and mitigate risks in online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities		
Criteria 8.2 The online environment is used in accordance with the entity's Code of Conduct and safeguarding policies and procedures		
Criteria 8.3 Risk management plans [refer to Indicator 1.5.1] consider risks posed by the entity's settings, activities and physical environments		
Criteria 8.4 Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 9: Continuous improvement		
Criteria 9.1 The entity regularly reviews and improves child safeguarding practices		
Criteria 9.2 The entity analyses concerns and complaints to identify causes and systemic failures to inform continuous improvement		
Criteria 9.3 The Church Authority reports on the findings of relevant reviews to personnel, children, families, carers and community		

Criteria	External Assurance Coverage	Information on how compliance is achieved
Standard 10: Policies and Procedures support child safety		
Criteria 10.1 Policies and procedures address the National Catholic Safeguarding Standards		
Criteria 10.2 Policies and procedures are accessible and easy to understand		
Criteria 10.3 Best practice policy models and stakeholder consultation inform the development and review of policies and procedures		
Criteria 10.4 The Church Authority and leaders champion and model compliance with policies and procedures		
Criteria 10.5 Personnel understand and implement the policies and procedures		

Section 3: Contact Details

Please provide contact details below of the person submitting the Declaration of Assurance and Compliance on behalf of the Church Authority:

Contact details for person submitting Self-Assessment	
Name	
Title	
Contact Telephone	
Contact Email	