National Catholic Safeguarding Standards

Consultation Draft - Second Edition

Inclusion of safeguards for adults
July 2020

Safeguarding is everyone's responsibility

Catholic Professional Standards Ltd acknowledges the lifelong trauma of abuse victims, survivors and their families, the failure of the Catholic Church to protect, believe and respond justly to children and vulnerable adults, and the consequent breaches of community trust.

Catholic Professional Standards Ltd is committed to fostering a culture of safety and care for children and adults.

Catholic Professional Standards Ltd respectfully acknowledges all Traditional Owners of the land and waters of Australia. We pay respect to their Elders, past and present, and young leaders of today and the future.
CPSL commits itself to the ongoing work of reconciliation with our Aboriginal families and communities.

Contents

1 Preamble

Catholic Professional Standards Ltd (CPSL) was formed in response to the findings of the Royal Commission into Institutional Responses to Child Sexual Abuse. The findings of the Royal Commission are of grave concern and must be addressed with urgency.

CPSL acknowledges the lifelong trauma of abuse survivors and their families, the failure of the Catholic Church to protect, believe and respond justly to children and vulnerable adults, and the consequent breach of community trust.

CPSL is committed to fostering a nationally consistent culture of safety and care for children and adults by developing the National Catholic Safeguarding Standards (NCSS).

CPSL has five main functions:
- developing and publishing the National Catholic Safeguarding Standards (the Standards);
- auditing compliance of Catholic Church entities against the Standards;
- publicly reporting audit findings by publishing audit reports;
- providing training, support, tools & resources to assist with implementation of the Standards; and
- providing advice on policy and other matters to Church Authorities (Bishops and Religious leaders).

Catholic Professional Standards Ltd (CPSL) is committed to fostering a culture of safety and care for children and adults within the Catholic Church in Australia.

In May 2019 CPSL published the first edition of the National Catholic Safeguarding Standards, with a focus on the safeguarding of children.

CPSL audits compliance with these Standards. It holds accountable the leaders and members of Catholic Church entities and organisations for the safety of all children and adults who come into contact with the Church and its works. This includes Catholic dioceses, congregations and institutions providing education, health and aged care, social and community services, pastoral care and other services.

CPSL publicly reports audit findings.

CPSL provides education and training with respect to the National Catholic Safeguarding Standards.

The values underpinning CPSL's approach to safeguarding children and adults includes the inherent dignity of each person. This is at the heart of Gospel teachings. All people, especially children and those who are vulnerable, have an absolute right to be safe and free from all forms of harm including physical, sexual and psychological harm, neglect and exploitation.

The National Catholic Safeguarding Standards are designed to ensure Catholic Church entities have a safeguarding culture and practices that are in accordance with legislative requirements, the Australian community's expectations and Gospel values.

The Standards are expected to be implemented by all Church entities, promoting a more comprehensive and consistent approach within the Australian Church. The Standards are designed to be applied to all Church ministries in every state and territory of Australia.

The first edition of the National Catholic Safeguarding Standards focused on requirements for Catholic Church entities and organisations to safeguard children.

As part of CPSL's commitment to implement our purpose and deliver our services to foster a nationally consistent culture of safety and care for children and adults, we commenced work on the development of the second edition of the Standards to expand the framework to include safeguarding requirements and practices for the protection of 'vulnerable adults' in November 2019.

Edition One of the Standards takes into account the guidance of the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Statement of Principles for Child Safe Organisations (National Principles) from the Australian Human Rights Commission (formally adopted by COAG in February 2019). The draft second edition builds on this guidance and includes learnings from an extensive review of literature from within the Catholic Church, Commonwealth and state/territory governments, international regulatory and legislative frameworks and research (refer to Appendix One).

The development of the draft second edition of the National Catholic Safeguarding Standards has been guided by a National Reference Group (Reference Group) comprising members with experience from within and external to the Catholic Church and expertise across various sectors and groups, such as: aged care; disability; mental health; child, adult and family welfare; health & community Services; Aboriginal & Torres Strait Islander Communities; refugee support; survivor support & complaints handling; human rights; Catholic dioceses; and female and male Religious Institutes. The Reference Group provided advice and guidance on the appropriateness of the framework approach and practical implementation of the 'vulnerable adult' component of the Standards.

2 Project Summary

The project of incorporating safeguards for 'vulnerable adults' into the Standards has been undertaken in a phased approach:

Phase One: Formation of the Reference Group and conducting a literature review to inform and guide the development of the project.

Phase Two: Meetings of the Reference Group, refining the proposed framework and undertaking consultations to refine/endorse approach.

Phase Three: Writing draft Standards/guidelines as per framework approach.

Phase Four: Reviewing and refining the draft to finalise the Standards/guidelines.

Each phase incorporated key focus areas and resulted in outcomes which have shaped the production of this draft second edition of the National Catholic Safeguarding Standards.

What follows is a summary of the project phases, which provides an overview of the key focus areas and outcomes achieved to demonstrate the rationale underpinning the approach taken in developing the new draft.

2.1   Phase One

The key focus of Phase One was establishing the Reference Group and exploring the appropriateness of using the current NCSS framework to develop a single set of standards to include safeguards for both children and adults. This involved reviewing material from a variety of sources, both local and international, sourced from the Catholic Church, governments and NGOs. The review explored the various definitions of 'vulnerable adult' and subsequent responses to safeguarding vulnerable adults. This review identified commonalities between definitions (noted as key elements or risk factors) and then sought to examine in greater detail the key elements to identify core principles/values which have been employed to guide the relevant safeguarding responses. It was established that all principles/values identified were underpinned by human rights principles and supported a strengths-based approach. Importantly, this aspect of the review confirmed that the responses aligned with key principles of Catholic Social Teaching (CST), namely dignity, subsidiarity and solidarity (which are reflected in the NCSS Edition One).

Lastly, this review found that the term 'adults at risk' is a more appropriate term and was in line with the agreed frameworks (not being deficit focused) rather than the term 'vulnerable adults'. Critically, the term 'adults at risk' does not define a victim or focus on the individual but rather on risk factors. This shift is supported by local and international bodies who are using the term 'adults at risk' in their legislation, policy

and guidance. Some key documents which support this change include the Care Act 2014 (England), the Social Services and Wellbeing Act 2014 (Wales) and the Adult Support and Protection Act 2007 (Scotland).

As a result of this research, the Reference Group determined that 'adults at risk' should replace the term 'vulnerable adults', and so 'adults at risk' is used throughout this document.

2.2 Phase Two

Given the aim of safeguarding all people who come into contact with the Catholic Church in Australia, Phase Two examined the implications of an inclusive approach through a single set of Standards. Significant work was undertaken exploring the potential alignment of the 'key elements' and consistent principles/values which were identified in the review with the current first edition of the Standards. This process determined obvious alignment and validated the approach to draft a single set of standards including expectations for the safeguarding of both children and adults at risk.

This process highlighted some key factors which needed to be considered when establishing appropriate safeguards for adults, these include:

- abuse of power in relationships;
- adults' right to make choices; and
- diminished or impaired capacity.

During this phase, the Reference Group also noted the importance of ensuring that the inclusion of protections for adults within the current framework did not diminish the focus on specific requirements/strategies for the protection of children which are differentiated from those for adults. This determined the approach to establish an integrated, coherent NCSS Framework (see 3.2).

2.3 Phase Three

The findings of Phase Two informed the approach to draft an integrated set of Standards. Phase Three sought to explore the implications of having a single set of Standards covering different service sectors and contexts. This work informed the approach which will be taken to produce accompanying guides which provide a greater level of detail about what the Standards require in practice across a wide range of sectors and contexts.

To establish a coherent framework which recognised key areas needing to be specific to either children or adults, there were four considerations made when drafting the single set of Standards. These considerations were:

1. Making minor amendments to expand the current Edition One criteria and/or indicators to cover both children and adults (refer to 2.3.1 below);
2. Maintaining child-specific criteria and/or indicators where required to ensure specificity (refer to 2.3.2 below);
3. Developing new criteria and/or indicators which address adult-specific requirements (refer to 2.3.3 below); and
4. Leaving criteria and/or indicators unchanged where they are already generic and appropriately address the needs of both children and adults (refer to 2.3.4 below).

A critical consideration which has influenced the articulation of the draft second edition is the desire to maintain alignment with the National Principles for Child Safe Organisations and the Royal Commission Child Safe Standards. To verify this, an update of the *Comparison between NCSS, National Principles, Royal Commission Child Safe Standards and Royal Commission Recommendations* has been completed and reviewed by the Reference Group.

2.3.1 Minor amendments

Many of the criteria and indicators required little change to appropriately address the needs of both children and adults. Here is an example of how this approach worked in practice:

Edition One (Child-focused)	DRAFT Edition Two (Integrated Standards)
Criterion 1.1 The entity publicly commits to child safeguarding and takes a zero-tolerance approach to child abuse.	**Criterion 1.1** The entity publicly commits to the safeguarding of children **and adults** and takes a zero-tolerance approach to abuse.
Indicator 1.1.1 The entity has a Child Safeguarding Policy that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available	**Indicator 1.1.1** The entity has a **Policy for the safeguarding of children and adults** that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available.

2.3.2 Example of child-specific (unchanged)

Some criteria and indicators need to be specific to address the needs of children and therefore have been left unchanged. Here is an example of how this approached worked in practice:

Edition One (Child-focused)	
Criterion 4.1 The entity actively anticipates children's diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable.	**Indicator 4.1.1** The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse.

2.3.3 Example of adult-specific (new)

Some criteria and indicators need to be specific to address the needs of adults and have therefore been newly drafted. Here is an example of how this approach worked in practice:

DRAFT Edition Two (Integrated Standards)	
Criterion 4.2 The entity actively anticipates the diverse circumstances and backgrounds of adults; provides support and responds effectively to those adults at increased risk of discrimination, exploitation, and abuse.	**Indicator 4.2.1** The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase the risk of abuse. These include, but are not limited to: • elderly • disability • mental illness • cognitive impairment • diminished capacity • Culturally and Linguistically Diverse (CALD) • transient risks, such as bereavement or relationship breakdown (or other such adversity) • or other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.

2.3.4 Example of unchanged (address needs for both children and adults)

There were also some criteria and indicators which required no change to address the needs of both children and adults. Here is an example of how this approach worked in practice:

Edition 1 (Child-focused)	
Criterion 10.5 Personnel understand and implement the policies and procedures.	**Indicator 10.5.1** The entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures.

In creating a single set of Standards, care has been taken to reduce duplication (e.g. enabling one Safeguarding Policy reflecting the needs of the ministry) and minimise the increased requirements of implementing practices for the safeguarding of both children and adults (e.g. minimum supervision requirements remain the same: as required, supervision would include both the safeguarding of children and adults). Lastly, an integrated set of Standards maintains the alignment with the National Principles for Child Safe Organisations, Royal Commission Child Safe Standards and the Royal Commission Recommendations.

2.4 Phase Four

The Reference Group has formally concluded its work defining a 'vulnerable adult', establishing a valid approach to produce a set of Standards responding to the safeguarding needs of adults and guiding the development of a draft set of Standards. The completion of these objectives now enables CPSL to use this draft second edition to commence the broader consultation phase to finalise the draft Standards ready for formal approval as Edition Two of the NCSS.

This consultation will include a range of modes and methods to gain broad input and feedback. The process is both staged and multi-layered, aimed to engage with a wide group of key stakeholders.

CPSL commenced the consultation phase with a briefing/consultation with leaders from the Australian Catholic Bishops Conference (ACBC) and Catholic Religious Australia (CRA) who overwhelmingly endorsed the approach to establish a single set of integrated Standards. The leaders of the Catholic Church in Australia also supported the appropriateness and change to the term 'adults at risk'. CPSL wishes to thank those leaders who participated in these discussions and further assisted the development of this draft second edition of the Standards.

Given the current protocols regarding the COVID-19 pandemic, consultations will be undertaken remotely using phone and video technology, as well as an online survey and email feedback. A mix of consultation methods will be used, including group consultations for specific sectors or groups; targeted consultation or invitation for those with a passion/interest; and an online survey open to any individuals/groups.

CPSL has identified key groups to engage through the consultation phase, including:

ACBC/CRA members	safeguarding personnel; vicars general; formators; parishes; young adults
Organisations	ministries/entities delivering targeted services to 'adults at risk'; Catholic Social Services Australia (CSSA); Catholic Health Australia (CHA); National Aboriginal and Torres Strait Islander Catholic Council (NATSICC); Caritas Australia
Lived experience	survivors of abuse and those with a lived experience of vulnerability; Indigenous community members; diverse sexuality & gender; CALD
Government	regulators at state and federal level; National Office for Child Safety (NOCS); Australian Human Rights Commission; and
Catholic community	anyone with an interest in this area.

For more information about the consultation process and to access the online survey to provide your feedback, please visit the CPSL website

[Visit the Have Your Say page on the CPSL website to access the online survey](#)

2.4.1 Audit testing

In line with the approach taken for the development and refinement of the first edition of the NCSS, CPSL will undertake a series of pilot audits with a small number of entities to test the new draft indicators and ensure a methodology appropriate for auditing both the child and adult measures is clear and rigorous.

2.4.2 Approval and adoption of NCSS Edition Two

The Board of CPSL will commend the second edition of the National Catholic Safeguarding Standards to the members of the Australian Catholic Bishops Conference and Catholic Religious Australia for their consideration in late October 2020. Once these bodies have given their assent, the Member Representatives of Catholic Professional Standards Ltd will adopt the National Catholic Safeguarding Standards Edition Two in accordance with the CPSL Constitution, clause 43.1(a).

2.5 Summary

The project summary has aimed to provide an outline of the approach taken and development journey to create a set of Standards covering safeguarding practices for the protection of adults at risk. CPSL's commitment to foster a culture of safety and care for children and adults within the Catholic Church in Australia has driven this project. The values underpinning CPSL's approach to safeguarding children and adults have guided the approach to ensure that all people, especially children and those who are vulnerable, are assured of safety and freedom from all forms of harm when they engage with the Church.

The National Catholic Safeguarding Standards are inclusive and apply to everyone who comes into contact with the Catholic Church in Australia. All people have the right to be safe in Catholic entities.

The actions of all personnel and entities connected to the Catholic Church must reflect Gospel teachings, the principles of Catholic Social Teaching and recognition of human rights, all of which underpin the draft second edition of the NCSS. The NCSS set clear expectations for everyone in the Church.

2.6 Thank you

CPSL acknowledges the work of the National Refence Group members, who have contributed their extensive knowledge, experience and expertise in the development of this draft second edition of the National Catholic Safeguarding Standards.

Dr Libby Byrne PhD	Department of Public Health, School of Psychology and Public Health, La Trobe University
Fr Joe Caddy AM VG	Vicar General, Archdiocese of Melbourne
Daniele Donnini	Director of Safeguarding, CPSL
Professor Maria Harries AM PhD	The University of Western Australia & Chair of Catholic Social Services Australia
John Lochowiak	Councillor Chairperson Public Officer, NATSICC & Manager of Aboriginal Services, Centacare & Aboriginal Catholic Ministry, Adelaide
Narelle McMahon	CPSL Safeguarding Projects Officer
Trish Mowbray	Disability Projects Officer, Bishops Commission for Social Justice

Nicki Patten	Director, Standards & Legal - The Institute of Sisters of Mercy of Australia and Papua New Guinea
Matthew Peel	Manager Mission Integration, Pastoral Care & Volunteers, Calvary Aged & Community Care Services
The Hon Susan Ryan AO	former Age Discrimination Commissioner, Australian Human Right Commission 2011 – 2016 & Disability Discrimination Commissioner 2014 – 2016
Peter Selwood	Executive Director, Centacare Brisbane
Sean Tynan	Director of Safeguarding, Diocese of Maitland-Newcastle
Shane Wall	Executive Officer, Professional Standards Office, Christian Brothers Oceania

3 Draft National Catholic Safeguarding Standards, Edition Two

CPSL is pleased to present for consultation the draft second edition of the National Catholic Safeguarding Standards.

Edition One of the Standards is comprised of 10 Standards, 49 criteria and 111 indicators. The expansion of the framework to include safeguards for adults articulates 9 additional criteria and 29 additional indicators, resulting in a total framework of 10 Standards, 58 Criteria and 140 Indicators.

Additional criteria and indicators are distributed across Standards 1 to 8. A summary of these additions are presented in the table below.

Standard	Edition One		Draft Edition Two	
	Criteria	Indicators	Criteria	Indicators
One	6	16	6	17
Two	4	5	6	10
Three	5	6	7	9
Four	3	4	5	8
Five	8	23	9	28
Six	7	24	8	29
Seven	4	9	5	11
Eight	4	10	4	14
Nine	3	8	3	8
Ten	5	6	5	6
TOTAL	49	111	58	140

The draft second edition Standards are presented as follows:

Amendment summary	providing an overview of the changes made in that Standard
Summary table	outlines the criteria/indicators which have been amended and the approach taken to those amendments
Criteria & Indicators	colour coding has been used to draw attention to amendments and additions

Key   **Text in BLUE highlights minor amendments from NCSS Edition One**
Text in TEAL highlights child-specific criteria/indicators which have been left unchanged
Text in ORANGE highlights inserted adult-specific criteria/indicators
PURPLE highlights unchanged criteria/indicators which address the needs of both adults and children

STANDARD 1

Committed leadership, governance and culture

The safeguarding of children and adults is embedded in the entity's leadership, governance and culture

Amendment summary

This Standard, covering leadership, governance and culture, required only minor amendments to the wording of a number of the criteria and indicators in order for them to apply to both the safeguarding of children and adults. One indicator has been added to criterion 1.4 to ensure codes of conduct address the issue of power in relationships. Zero-tolerance to abuse, strong leadership and public commitments to safeguarding apply universally.

Standard 1 summary table

Minor amendments	*Criteria*	**1.1; 1.2; 1.3; 1.5**
	Indicators	**1.1.1; 1.1.2** **1.2.1; 1.2.2; 1.2.3; 1.2.4** **1.3.1** **1.4.1; 1.4.2; 1.4.3** **1.5.1; 1.5.2; 1.5.3** **1.6.2**
Child-specific	*Criteria*	**Nil**
	Indicators	**Nil**
Adult-specific	*Criteria*	**Nil**
	Indicators	**1.4.4**
Unchanged	*Criteria*	**1.4; 1.6**
	Indicators	**1.3.2** **1.6.1**

Criterion 1.1

The entity publicly commits to the safeguarding of children and adults and takes a zero-tolerance approach to abuse.

Indicators

1.1.1   The entity has a **policy for the safeguarding of children and adults** that is approved and endorsed by the Church Authority and/or relevant leadership body and is publicly available.

1.1.2   The entity publishes a Commitment Statement for the **safeguarding of children and adults** which is openly displayed and publicly available.

Criterion 1.2

A culture of **safeguarding children and adults** is championed and modelled at all levels of the entity from the top down and bottom up.

Indicators

1.2.1   The Church Authority and leaders of the entity create and maintain an **entity's culture of safeguarding** by:
- promoting the **safeguarding of children and adults** regularly;
- emphasising that the **safeguarding of children and adults** is everyone's responsibility; and,
- actively monitoring safeguarding compliance and risk management.

1.2.2   The entity appoints a Safeguarding Committee at the highest level of leadership to oversee the effective ongoing implementation of safeguarding practices; including, **the Safeguarding Children and Adults Policy** and related procedures and practices.

1.2.3   The entity appoints and promotes the role of Safeguarding Co-ordinator(s), with clearly defined responsibilities for the **safeguarding of children and adults** at diocesan, religious institute or ministerial PJP level.

1.2.4   Personnel understand that the **safeguarding of children and adults** is everyone's responsibility and are empowered to provide input on safeguarding practices.

Criterion 1.3

Governance arrangements facilitate implementation of the **Safeguarding Children and Adults Policy** across the entity's activities.

Indicators

1.3.1   Governance arrangements are transparent and include safeguarding roles and responsibilities to ensure that accountability for the **safeguarding of children and adults** is clear.

1.3.2   Where the Church Authority's governance includes countries other than Australia, the entity must apply these Standards taking into account relevant international declarations and local legislation.

Criterion 1.4

A Code of Conduct provides guidelines for personnel on expected behavioural standards and responsibilities.

Indicators

1.4.1   The Code of Conduct explicitly and equally applies to all personnel and provides guidance on appropriate and expected standards of behaviour of personnel **toward children and adults**.

1.4.2   The Code of Conduct is written in accessible language and communicated to personnel, children, adults, families and carers **(for example Braille, easy-read and translations in other languages)**.

1.4.3 The Code of Conduct takes into account the **needs of all children and adults, paying particular attention to the needs of those at increased risks of discrimination, exploitation and all forms of abuse. This may include:**

- **Aboriginal and Torres Strait Islander people;**
- **individuals who are elderly, have a physical or intellectual disability, are suffering from an illness, are unable to care or protect themselves from abuse or exploitation;**
- **from culturally and linguistically diverse (CALD) backgrounds;**
- **unable to live at home; and,**
- **children and adults of diverse sexuality and gender.**

1.4.4 **The entity's Code of Conduct clearly addresses real and perceived power imbalances for those in positions of authority and responsibility within church entities (paid and unpaid).**

Criterion 1.5

The entity has risk management strategies focusing on preventing, identifying and mitigating risks to **children and adults**.

Indicators

1.5.1 The entity has a clearly documented safeguarding risk management plan for **children and adults**, as part of its overall risk management strategy, which considers actual, potential **and transient risks. This plan takes into account the ability for adults to make informed choices (dignity of risk) and considers adults with diminished capacity**.

1.5.2 The entity has appropriate risk management processes in place to assess, evaluate, review and oversee the safeguarding of **children and adults**. This includes participating in, or receiving, ministries off-shore, cultural immersions, pilgrimages, solidarity campaigns and world youth days.

1.5.3 Leaders of the entity manage **child and adult** safeguarding risks effectively, through regular identification, monitoring, reporting and review of risks.

Criterion 1.6

Personnel understand their obligations on information sharing and record keeping.

Indicators

1.6.1 The entity has documented information sharing and record keeping policies and procedures which are communicated to personnel.

1.6.2 The entity's information sharing and record keeping policies and procedures relating to all aspects of the **safeguarding of children and adults**, including incidents and complaints, apply the following requirements:

- complete and accurate records are created and maintained for all incidents, complaints, responses and decisions;
- records are created at the time of, or as soon as practicable following an incident, complaint, response or decision;
- records are titled, organised and filed logically;

- a master copy of each record is formally maintained to ensure duplicate records or multiple copies of the same record are kept to a minimum;
- records are maintained and disposed of in accordance with legislative and statutory requirements, or after a period of 50 years [refer to Indicator 6.1.7], whichever is higher;
- information and/or records are treated as confidential and records are appropriately secured;
- sharing or distribution of information and/or records is restricted to nominated personnel and is conducted in accordance with relevant legislative and statutory requirements; and
- individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.

STANDARD 2

Children and adults are safe, informed and participate

Children and adults are informed about their rights, participate in decisions affecting them and are taken seriously

Amendment summary

Whilst this Standard is underpinned by human rights that are applicable to all, differentiating between children and adults is critical to implementing appropriate safeguards. There are very obvious differences between information provided to adults and children, as well as the way each would participate in decisions affecting them. Criterion 2.1 is the only one that applies to both cohorts.

Standard 2 summary table

Minor amendments	*Criteria*	**2.1**
	Indicators	**Nil**
Child-specific	*Criteria*	**2.2; 2.4; 2.5**
	Indicators	**2.1.1; 2.1.2** **2.2.1** **2.4.1** **2.5.1**
Adult-specific	*Criteria*	**2.3; 2.6**
	Indicators	**2.1.3; 2.1.4** **2.3.1** **2.6.1; 2.6.2**
Unchanged	*Criteria*	**Nil**
	Indicators	**Nil**

Criterion 2.1

Children **and adults** are informed about their rights, including safety, information and participation.

Indicators

2.1.1   The entity has age-appropriate strategies to proactively:
- engage with children;
- seek children's views;
- consult children about decisions that affect them; and
- consult children about what makes them feel safe and how this can be recognised and implemented by the entity.

2.1.2   The entity ensures children are made aware of their rights, including their right to be safe from abuse, and are informed whom to contact if they have concerns about their safety or the safety of their peers.

2.1.3 **The entity has appropriate strategies to proactively engage with adults at increased risk (or their carers where appropriate), such as those who:**

- **are elderly**
- **have a disability**
- **suffer from mental illness**
- **have diminished capacity**
- **have cognitive impairment**
- **are experiencing transient risks, such as bereavement or relationship breakdown (or other such adversity)**
- **have any other impairment that makes it difficult for that person to protect themselves from abuse or exploitation;**

and to seek their views and consult with them about decisions that affect them, what makes them feel safe and how this can be recognised and implemented by the entity.

2.1.4 **The entity ensures all adults (with a focus on adults at risk) are made aware of their rights, including their right to be safe from abuse, and are informed whom to contact if they have concerns about their safety or the safety of anyone else.**

Criterion 2.2

The importance of friendships is recognised and support from peers is encouraged, helping children feel safe and less isolated.

Indicators

2.2.1 The entity provides children with age-appropriate information about safe and respectful peer relationships, including through social media.

Criterion 2.3

The importance of relationships and social connection is recognised and encouraged, helping adults at risk to feel safe and less isolated.

Indicators

2.3.1 **The entity provides adults at risk (or their carers where appropriate), information about safe and respectful relationships, including through social media (with a focus on those in residential settings or with diminished capacity/cognitive impairment) [refer to indicators 1.4.1, 2.1.3, 4.2.2].**

Criterion 2.4 *(previously 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.

Indicators

2.4.1 Where relevant, the entity provides children and families with information, access and/or referral to abuse prevention programs, appropriate to the child's age, development, ability and level of understanding.

Criterion 2.5 *(previously 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.

Indicators

2.5.1   Personnel have the knowledge, skills and awareness to identify potential signs of harm and actively support children to raise any concerns.

Criterion 2.6

Personnel are attuned to signs of harm and facilitate appropriate ways for adults at risk to express their views, participate in decision-making and raise their concerns.

Indicators

2.6.1   Personnel have the knowledge, skills and awareness to identify potential signs of discrimination, exploitation and abuse in adults at increased risk. Some examples include adults:

- with a disability;
- experiencing domestic violence;
- living in refuges and residential facilities; and
- with diminished capacity and/or cognitive impairment.

2.6.2   The entity and its personnel facilitate ways for adults at risk to express their views, participate in decision-making and raise their concerns (with special consideration to dignity or right to risk for those with diminished capacity and/or cognitive impairment).

STANDARD 3

Partnering with families, carers and communities

Families, carers and communities are informed and involved in promoting the safeguarding of children and adults

Amendment summary

Partnering with families, carers and communities is equally important in safeguarding children as it is for safeguarding adults at risk, particularly for those with impaired capacity. This Standard has a mix of criteria and indicators that are inclusive of both, and where applicable, specific to either child-related or adult-related ministries and sectors.

Standard 3 summary table

Minor amendments	*Criteria*	**3.3**
	Indicators	**3.3.1; 3.4.1**
Child-specific	*Criteria*	**3.1; 3.6**
	Indicators	**3.1.1; 3.5.1; 3.6.1**
Adult-specific	*Criteria*	**3.2; 3.7**
	Indicators	**3.2.1; 3.5.2; 3.7.1**
Unchanged	*Criteria*	**3.4; 3.5**
	Indicators	**3.3.2**

Criterion 3.1

Families and carers participate in decisions affecting their child.

Indicators

3.1.1   The entity supports and encourages families and carers to take an active role in monitoring children's safety when participating in activities.

Criterion 3.2

Families and carers participate in decisions affecting adults with diminished capacity and/or cognitive impairment.

Indicators

3.2.1   The entity supports and encourages families and carers to take an active role in monitoring the safety of adults at increased risk when participating in activities [refer to 2.6.2].

Criterion 3.3 *(previously 3.2)*

The entity engages and openly communicates with families, carers and communities about its **approach for the safeguarding of children and adults, and making relevant information accessible**.

Indicators

3.3.1   The entity promotes open dialogue and provides a range of ways for families, carers and communities to contribute to discussions about its **approach for the safeguarding of children and adults**.

3.3.2   The entity provides families, carers and communities with relevant safeguarding information including contact details of the Safeguarding Committee [refer to Indicator 1.2.2] and/or Safeguarding Co-ordinator(s) [refer to Indicator 1.2.3].

Criterion 3.4 *(previously 3.3)*

Families, carers and communities have a say in the entity's policies and practices.

Indicators

3.4.1   Processes are in place to engage families, carers and communities about their views on policies and practices for keeping children **and adults** safe.

Criterion 3.5 *(previously 3.4)*

Families, carers and communities are informed about the entity's operations and governance.

Indicators

3.5.1   The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or activities directly to their children.

3.5.2   **The entity ensures families, carers and communities are aware of the roles and responsibilities of personnel providing ministries or services to those adults at increased risk of discrimination, exploitation and all forms of abuse.**

Criterion 3.6 *(previously 3.5)*

The entity takes a leadership role in raising community awareness of the dignity and rights of all children.

Indicators

3.6.1   Appropriate to the context or setting, the entity actively promotes and/or participates in civic engagement activities and/or campaigns which promote whole of community awareness of children's rights and child abuse prevention.

Criterion 3.7

The entity takes a leadership role in raising community awareness of the dignity and rights of all adults.

Indicators

3.7.1   Appropriate to the context or setting, the entity actively promotes and/or participates in civic engagement activities and/or campaigns which promote whole of community awareness of human rights and abuse prevention.

STANDARD 4

Equity is promoted and diversity is respected

Equity is upheld and diverse needs respected in policy and practice

Amendment summary

Similar to Standard 2, Standard 4 is also underpinned by human rights that are applicable to all. The specific application, however, of promoting and upholding equity and diversity across different adult and child-focused ministries requires different considerations as reflected in the criteria and indicators. Approximately half are specific to children and half to adults.

Standard 4 summary table

Minor amendments	*Criteria*	**4.3**
	Indicators	**Nil**
Child-specific	*Criteria*	**4.1; 4.4**
	Indicators	**4.1.1; 4.1.2; 4.3.1; 4.4.1**
Adult-specific	*Criteria*	**4.2; 4.5**
	Indicators	**4.2.1; 4.2.2; 4.3.2; 4.5.1**
Unchanged	*Criteria*	**Nil**
	Indicators	**Nil**

Criterion 4.1

The entity actively anticipates children's diverse circumstances and backgrounds, and provides support and responds effectively to those who are vulnerable.

Indicators

4.1.1   The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase a child's vulnerability to abuse.

4.1.2   The entity's Complaints Handling Policy [refer to Criterion 6.1] and practices demonstrate an understanding of barriers that prevent children from disclosing abuse and barriers for adults recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure.

Criterion 4.2

The entity actively anticipates the diverse circumstances and backgrounds of adults, provides support, and responds effectively to those adults at increased risk of discrimination, exploitation, and abuse.

Indicators

4.2.1   The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1] and practices reflect an understanding, and identification, of diverse circumstances and experiences that increase the risk of abuse. These include, but are not limited to:
- elderly;
- disability;
- mental illness;
- cognitive impairment;
- diminished capacity;
- Culturally and Linguistically Diverse (CALD);
- transient risks, such as bereavement or relationship breakdown (or other such adversity); and
- or other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.

4.2.2   The entity's Complaints Handling Policy [refer to Criterion 6.1] and practices demonstrate an understanding of barriers that prevent adults from disclosing abuse and barriers personnel have recognising and/or responding to disclosures, and articulates processes that reduce barriers to disclosure. [refer to Indicator 6.4.8]

Criterion 4.3 *(previously 4.2)*

All children **and adults** have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

Indicators

4.3.1   The entity produces child friendly material in accessible language and formats that promotes inclusion and informs all children of the support and complaints processes available to them (for example Braille, easy read and translations in other languages).

4.3.2   The entity produces material in accessible language and formats that promotes inclusion and informs all adults at risk of the support and complaints processes available to them (for example Braille, easy read and translations in other languages).

Criterion 4.4 *(previously 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.

Indicators

4.4.1   The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1] and practices reflect attitudes and behaviours that respect the human rights of all children and are inclusive and responsive to diverse needs.

Criterion 4.5

The entity pays particular attention to the needs of those adults at increased risks of discrimination, exploitation and all forms of abuse. This may include:

- individuals who are elderly, have a physical or intellectual disability, are suffering from an illness, have a cognitive impairment, have diminished capacity, are unable to care or protect themselves from abuse or exploitation;
- Aboriginal and Torres Strait Islander people;
- from culturally and linguistically diverse backgrounds;
- unable to live at home; and,
- adults of diverse sexuality and gender.

Indicators

4.5.1   The entity's Safeguarding of Children and Adults Policy [refer to Indicator 1.1.1 and 4.1.1] and practices reflect attitudes and behaviours that respect the human rights of all adults; and are inclusive and responsive to diverse needs.

STANDARD 5

Robust human resource management
People working with children and adults are suitable and supported to reflect safeguarding values in practice

Amendment summary

Standard 5 reflects the myriad of human resource requirements and practices relating to safeguarding that exist across both child-related and adult-focused ministries. The majority of criteria and indicators are inclusive of both, but some by necessity are specific to either children or adults.

Standard 5 summary table

Minor amendments	*Criteria*	**5.4; 5.5; 5.7**
	Indicators	**5.3.3; 5.5.1; 5.5.2; 5.7.1; 5.9.2**
Child-specific	*Criteria*	**5.1**
	Indicators	**5.1.1; 5.1.2; 5.1.3; 5.1.4; 5.3.1**
Adult-specific	*Criteria*	**5.2**
	Indicators	**5.2.1; 5.2.2; 5.2.3; 5.2.4; 5.3.2**
Unchanged	*Criteria*	**5.3; 5.6; 5.8; 5.9**
	Indicators	**5.4.1; 5.4.2; 5.6.1; 5.6.2; 5.6.3; 5.6.4; 5.6.5; 5.7.2; 5.7.3; 5.8.1; 5.9.1; 5.9.3; 5.9.4**

Criterion 5.1

Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises child safeguarding.

Indicators

5.1.1   The entity emphasises its commitment to child safeguarding and zero-tolerance approach to child abuse in all aspects of its advertising, screening and recruitment for personnel.

5.1.2   The entity documents its child safeguarding approach in recruitment and screening procedures and processes.

5.1.3   Positions are assessed for the expected level of contact with children and appropriate child safeguarding recruitment procedures are implemented.

5.1.4   Position descriptions, selection criteria, referee checks and interview questions articulate:
- that children are valued and respected;
- the commitment of the entity to child safeguarding; and
- where appropriate to the role [refer Indicator 5.1.3], an understanding of children's developmental needs and culturally safe practices.

Criterion 5.2

Recruitment, including advertising, interview questions, referee checks and pre-employment screening, emphasises safeguarding for all roles, but especially for adults at risk.

Indicators

5.2.1   The entity emphasises its commitment to safeguarding and zero-tolerance approach to any form of abuse and exploitation in all aspects of its advertising, screening and recruitment for personnel.

5.2.2   The entity documents its safeguarding approach in recruitment and screening procedures and processes relating to roles that deal with adults at risk.

5.2.3   Positions are assessed for the expected level of contact with adults at risk and appropriate safeguarding recruitment procedures are implemented.

5.2.4   Position descriptions, selection criteria, referee checks and interview questions articulate:
- that the dignity and human rights of adults are valued and respected;
- the commitment of the entity to safeguarding; and
- where appropriate to the role [refer Indicator 5.2.3], an understanding of adult risk factors and culturally safe practices.

Criterion 5.3 *(previously 5.2)*

Relevant personnel (including all seminarians, clergy and religious) have current working with children checks or equivalent background checks.

Indicators

5.3.1   The entity has a policy which is implemented that ensures:
- personnel have a current working with children check as required by legislation prior to working with children; and
- where a working with children check is not required by legislation, other background checks for personnel are conducted prior to working with children.

5.3.2   The entity has a policy which is implemented that ensures personnel:
- have appropriate screening where mandated by legislation; and
- undertake other background checks as required by the entity's policies and procedures;

prior to working with adults at risk.

5.3.3   The entity keeps records and monitors the status of:
- working with children checks;
- working with vulnerable people checks;
- National Criminal History Checks (Police Checks) and/or,
- other background checks;
  as applicable for all personnel.

Criterion 5.4 *(previously 5.3)*

Personnel receive an appropriate induction and are aware of their **safeguarding responsibilities to children and adults**, including reporting obligations.

Indicators

5.4.1   All personnel participate in a safeguarding induction program, which occurs as soon as possible after commencement.

5.4.2   All Church Authorities (along with members of their leadership team) who are signatories to the Catholic Professional Standards Ltd Service Agreement participate in the National Catholic Safeguarding Standards Introductory Session for Leaders within four months of commencement.

Criterion 5.5 *(previously 5.4)*

Ongoing supervision and people management includes the safeguarding of children **and adults**.

Indicators

5.5.1   Support, mentoring, oversight and professional supervision processes for personnel include safeguarding of children **and adults, with specific consideration to power imbalances in relationships [refer to Indicator 5.6.3].**

5.5.2   Annual performance reviews for personnel include **responsibilities for the safeguarding of children and adults** relevant to their role [refer to Indicator 5.5.4].

> **NOTE: Criteria 5.6 - 5.9 apply to Church Authorities and related entities with seminarians, clergy and those in formation with, or members of, religious institutes.**

Criterion 5.6 *(previously 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.

Indicators

5.6.1   The Church Authority draws upon broad-ranging professional advice in its decision-making relating to candidates for seminary/formation programs and ordination/profession of vows. This includes a positive duty to disclose to other Church Authorities where an applicant or candidate for seminary/formation programs does not continue through to ordination/profession of vows.

5.6.2   Seminary and initial formation programs have robust screening processes for candidates, including external psychological and psychosexual assessments.

5.6.3   The entity promotes as normative the participation of all bishops, leaders of religious institutes, clergy and religious in active ministry, in no less than 6 hours of professional/pastoral supervision per year [refer to Indicator 5.5.1].

5.6.4 The entity promotes as normative, all clergy and religious in active ministry, for the sake of proper accountability, are offered and access both ongoing professional development and annual performance appraisals [refer to Indicator 5.5.2].

5.6.5 All newly ordained clergy and newly professed religious are supported with a suitable mentor for at least five years post ordination or final profession.

Criterion 5.7 *(previously 5.6)*

Seminary and formation programs for clergy and religious have curriculum to build the knowledge and skills of candidates to understand and lead **initiatives for the safeguarding of children and adults**.

Indicators

5.7.1 Seminary and initial formation programs have appropriate curriculum throughout the formation program which builds candidates' knowledge and skills in a range of areas to support **the safeguarding of children and adults**.

5.7.2 Seminary and initial formation programs ensure promotion of pastoral responses to victims/survivors of sexual abuse.

5.7.3 Seminary and initial formation programs are delivered in such a way as to prevent the development and/or reinforcement of clericalist attitudes and behaviours.

Criterion 5.8 *(previously 5.7)*

Credentialing and movement of seminarians, clergy and religious is appropriately managed.

Indicators

5.8.1 The entity implements a system to assess the safeguarding credentials and manage the movement of all seminarians, clergy and religious moving between different seminaries, formation programs and Church jurisdictions.

Criterion 5.9 *(previously 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.

Indicators

5.9.1 Selection and screening procedures for overseas clergy and religious are targeted, thorough and follow, as far as practicable, the same processes as for Australian personnel. This includes the Australian Church Authority obtaining screening information from the international Church Authority.

5.9.2 All overseas clergy and religious participate in a safeguarding induction program, documented by the entity, **prior to the commencement of ministry**.

5.9.3 Overseas clergy and religious are supported with a suitable mentor for at least the first two years of their time in Australia.

5.9.4   The entity promotes as normative the participation of all overseas clergy and religious in active ministry in no less than 6 hours of professional/pastoral supervision per year [refer to Indicators 5.5.1 and 5.6.3].

STANDARD 6

Effective complaints management

Processes for raising concerns and complaints are responsive, understood, accessible and used by children, adults, families, carers, communities and personnel

Amendment summary

Whilst complaints management has core components that would equally apply to both children and adults, there are also some very distinct differences. There are specific legislative requirements and Church protocols for dealing with allegations of abuse against children. Many of these have come about from recommendations by the Royal Commission into Institutional Responses to Child Sexual Abuse as well as requirements of the National Principles for Child Safe Organisations. Therefore, in this Standard there is a mix of criteria and indicators that are inclusive of both children and adults, and others that are quite specific depending on the focus of the ministry.

Standard 6 summary table

Minor amendments	*Criteria*	**Nil**
	Indicators	**6.1.2; 6.1.4; 6.1.6; 6.4.1; 6.4.4;6.4.6; 6.4.7; 6.4.8; 6.4.9; 6.5.1**
Child-specific	*Criteria*	**6.2; 6.7**
	Indicators	**6.1.7; 6.2.1; 6.2.2; 6.4.2; 6.4.10**
Adult-specific	*Criteria*	**6.3**
	Indicators	**6.1.8; 6.3.1; 6.3.2; 6.4.3; 6.4.11**
Unchanged	*Criteria*	**6.1; 6.4; 6.5; 6.6; 6.8**
	Indicators	**6.1.1; 6.1.3; 6.1.5; 6.4.5; 6.6.1; 6.7.1; 6.7.2; 6.8.1; 6.8.2**

Criterion 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.

Indicators

6.1.1   The entity's policies, procedures and practices ensure that all mandatory reporting obligations are met.

6.1.2   There are clear procedures that provide step-by-step guidance on what action to take for different types of complaints (be they historic or current), including:
- breaches of Codes of Conduct;
- disclosures, allegations or concerns of abuse of a child, be they historic or current;
- **an adult bringing forward a complaint of abuse suffered as a child; and**
- **an adult bringing forward a complaint of current abuse.**

6.1.3   There are clear procedures for identifying and mitigating actual and perceived conflicts of interest in complaint management.

6.1.4   The entity works in cooperation with relevant organisations and seeks specialist advice as **necessary from such agencies as, statutory, government, ombudsman and commissions in child protection, disability, aged-care, health and community services and other relevant church entities.**

6.1.5 Key roles and responsibilities in relation to handling complaints are articulated within the Complaints Handling Policy and procedures.

6.1.6 The Complaints Handling Policy and procedures differentiate, where appropriate, different types of complaints **(be they historic or current):**
- **disclosures, allegations or concerns of abuse of a child;**
- **an adult bringing forward a complaint of abuse suffered as a child; and**
- **an adult bringing forward a complaint of abuse as an adult.**

6.1.7 A process is in place to record all child abuse complaints, incidents, allegations, disclosures, concerns and referrals. The system must be secure so that confidential information is stored, protected and retained for 50 years. [refer to Indicator 1.6.2]

6.1.8 **A process is in place to record all abuse complaints, incidents, allegations, disclosures, concerns and referrals in relation to adults. The system must be secure so that confidential information is stored, protected and retained as per legislative requirements and organisational policy.**

Criterion 6.2

The entity has a child-focused complaints handling system that is understood by children, families, carers and personnel.

Indicators

6.2.1 The complaints handling system prioritises the safety and well-being of children.

6.2.2 The Complaints Handling Policy and procedures are made publicly available in a variety of formats, including age and developmentally appropriate for children, enabling complaints processes to be easily understood.

Criterion 6.3

The entity has a complaints handling system that is understood by all adults (especially those at increased risk of discrimination, exploitation and abuse) as well as families, carers and personnel.

Indicators

6.3.1 **The complaints handling system prioritises the safety, well-being and confidentiality of any adult bringing forward a complaint.**

6.3.2 **The Complaints Handling Policy and procedures are made publicly available in a variety of formats, for example Braille, easy read and translations in other languages [Refer to Indicator 4.2.2].**

Complaints are taken seriously and responded to promptly and thoroughly.

Indicators

6.4.1   The Complaints Handling Policy requires that, upon receiving a complaint of abuse, an initial risk assessment is conducted to identify and minimise any risk to children **and adults**. Ongoing risk assessments are conducted throughout all investigation processes.

6.4.2   The Complaints Handling Policy requires that at the completion of the initial risk assessment, where a complaint of child sexual abuse is plausible, and there is a risk that the person may come into contact with children, the person be stood down from their role and/or ministry while the complaint is investigated.

6.4.3   **The Complaints Handling Policy requires that at the completion of the initial risk assessment, where a serious complaint of abuse is plausible, and there is an unacceptable risk to others, the person be stood down from their role and/or ministry while the complaint is investigated and this information is shared with relevant personnel on a need to know basis.**

6.4.4   The Complaints Handling Policy is aligned, and operates in conjunction, with the entity's documented disciplinary and grievance policies and processes, in such a way that at the completion of the initial risk assessment, a breach or breaches of the Code of Conduct [refer to Criterion 1.4] in relation to inappropriate behaviour towards a child **or adult** are effectively investigated and managed, and include provisions for personnel to be redeployed, stood down and/or dismissed [having due regard for Indicator 6.5.1].

6.4.5   Complainants are responded to promptly and kept informed as to the progress of dealing with their complaint.

6.4.6   Support and care are provided to any child **or adult** who has experienced or is alleging abuse, and other affected parties.

6.4.7   Appropriate confidentiality is maintained with due regard for the Australian Privacy Principles and relevant legislation in relation to information sharing in the context of the safeguarding of children **and adults.** [refer to Indicator 1.6.2]

6.4.8   There are documented policies and processes implemented that empower and support personnel to raise, in good faith, concerns and allegations about unacceptable behaviour towards children **and adults** by other personnel.

> **NOTE: Indicators 6.4.9 - 6.4.11 apply to Church Authorities and related entities with seminarians, clergy and those in formation with, or members of, religious institutes.[1]**

6.4.9   Where a complaint related to **the sexual abuse of a child or adult** against a seminarian, clergy or religious is substantiated on the balance of probabilities, with due respect to the rights of individuals, the Church Authority should remove that individual from ministry **and demonstrate compliance with church protocols**.

6.4.10 Where a seminarian, clergy or religious is convicted of an offence relating to child sexual abuse, that individual should be permanently removed from ministry. The Church

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1 Reference is made to the *Motu Proprio Vos Estis Lux Mundi,* Pope Francis, May 2019, especially Article 1. CPSL is seeking expert Canon law advice in relation to the amendments to 6.4.9 & 6.4.11.

Authority must take practicable steps to prohibit that individual from holding themselves out as being a person with religious authority and should present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.

6.4.11   **Where a seminarian, clergy or religious is guilty of committing such acts:**
- **abuse of power to engage in sexual activity with adults;**
- **performing sexual acts with an adult at risk;**
- **the recruitment of, or inducement of, an adult with diminished capacity to participate in the production of pornography;**

that individual should be permanently removed from ministry. The Church Authority must take practicable steps to prohibit that individual from holding themselves out as being a person with religious authority and should present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.

Criterion 6.5 *(previously 6.4)*

The entity has policies and procedures in place that address reporting of concerns and complaints to relevant authorities, whether or not the law requires reporting, and cooperates with law enforcement.

Indicators

6.5.1   The Complaints Handling Policy requires that:
- concerns and complaints of child abuse occurring within the entity be reported to the appropriate statutory authority/ies, regardless of whether the reporting is mandated; and
- **any concerns and/or complaints of a criminal nature against adults be reported to statutory authorities;**
- personnel cooperate with law enforcement procedures and directives.

Criterion 6.6 *(previously 6.5)*

Reporting, privacy and employment law obligations are met.

Indicators

6.6.1   The Complaints Handling Policy requires that all relevant reporting, privacy and employment law obligations are met.

Criterion 6.7 *(previously 6.6)*

The Church Authority ensures mechanisms are in place to care for adult complainants of child sexual abuse by the entity.

Indicators

6.7.1   The entity offers appropriate pastoral care to adult complainants, which recognises their unique needs. This includes an offer from the Church Authority to meet the complainant in person.

6.7.2   The Church Authority facilitates adult complainants' access to appropriately trained personnel whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant.

Criterion 6.8 *(previously 6.7)*

The Church Authority ensures mechanisms are in place to monitor and support respondents facing allegations.

Indicators

6.8.1   The Church Authority has access to appropriately trained personnel - lay, religious or clergy - whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.

6.8.2   The Church Authority has suitable arrangements in place for the monitoring and support of a respondent, where there is a plausible complaint, until (and if) the Church Authority no longer has responsibility for monitoring the respondent.

STANDARD 7

Ongoing education and training

Personnel are equipped with knowledge, skills and awareness to keep children and adults safe through information, ongoing education and training

Amendment summary

Safeguarding education and training principles generally apply across all ministries. They must include such elements as induction, regular training and refresher requirements, training to assist implementation of the entity's policies and procedures, records of participation and targeted training for those with specific responsibilities. Therefore, most of the criteria and indicators in Standard 7 are inclusive and apply to ministries engaging with both children and adults.

Where differentiation is required, it relates to the specific training content relevant to each ministry, for example Criteria 7.2 and 7.3 respectively address different risk factors and the differences in the nature and indicators of abuse of children and adults.

Standard 7 summary table

Minor amendments	Criteria	**7.1; 7.4; 7.5**
	Indicators	**7.1.1; 7.1.2; 7.1.4; 7.4.1; 7.4.3; 7.5.1**
Child-specific	Criteria	**7.2**
	Indicators	**7.2.1**
Adult-specific	Criteria	**7.3**
	Indicators	**7.3.1; 7.3.2**
Unchanged	Criteria	**Nil**
	Indicators	**7.1.3; 7.4.2**

Criterion 7.1

Personnel are trained and supported to effectively implement the entity's **Safeguarding of Children and Adults** policies and procedures.

Indicators

7.1.1   The entity provides regular opportunities to educate and train personnel on Safeguarding of Children **and Adults** policies and procedures, as a minimum through:
- induction [Refer to Indicators 5.3.1 and 5.9.2]; and
- refresher safeguarding training (at least every three years).

7.1.2   The entity's induction and refresher on Safeguarding of Children **and Adults** training must as a minimum cover:
- Code of Conduct [refer to Indicator 1.1.1];
- safeguarding risk management [refer to Criterion 1.5];
- **Safeguarding Policy and procedures** [refer to Indicator 1.1.1];
- Complaints Handling Policy and procedures [refer to Standard 6];
- reporting obligations [refer to Standard 6]; and
- e-safety training [refer to Standard 8].

7.1.3   The entity keeps records of participation to ensure all personnel attend induction and refresher safeguarding training.

7.1.4   The entity ensures that personnel who have **specific safeguarding responsibilities**, such as those appointed to the role of safeguarding co-ordinator and those appointed to the Safeguarding Committee, receive ongoing support and professional development relevant to their role.

Criterion 7.2

Personnel receive training to recognise the nature and indicators of child abuse, including harmful behaviours by a child towards another child.

Indicators

7.2.1   The entity provides regular training to relevant personnel which equips them with the knowledge to:
- understand the nature and impact of child abuse;
- understand the nature, factors and impact of institutional abuse;
- identify risk factors, such as grooming behaviours; and
- understand, identify and respond to abusive behaviours by a child towards another child.

Criterion 7.3

Personnel receive training to recognise the risk factors that contribute to adult abuse, with a focus on those who are at increased risk.

Indicators

7.3.1   **Education and training programs pay particular attention to adults at increased risk of discrimination, exploitation and abuse, such as those who are:**
- **Aboriginal and Torres Strait Islander people;**
- **individuals who are elderly, have a physical or intellectual disability, are suffering from an illness, have a cognitive impairment, have diminished capacity, are unable to care or protect themselves from abuse or exploitation;**
- **from culturally and linguistically diverse backgrounds;**
- **unable to live at home; and,**
- **of diverse sexuality and gender.**

7.3.2   **The entity provides regular training to relevant personnel which equips them with the knowledge to:**
- **understand the nature and impact of adult abuse;**
- **understand the nature, factors and impact of institutional abuse;**
- **identify risk factors, such as abuse of power; and exploitation [Refer to Indicator 1.4.4);**
- **recognise how adults and institutions can be groomed, including how power imbalances can be exploited;**
- **understand what makes specific adults at increased risk of abuse, such as the elderly, those with a disability, those who have a cognitive impairment or have diminished capacity.**

Criterion 7.4 *(previously 7.3)*

Personnel receive training and information to enable them to respond effectively to **safeguarding** risks, concerns, disclosures and allegations of abuse.

Indicators

7.4.1   The entity provides training to equip relevant personnel to appropriately respond to and support children **or adults** bringing forward concerns, disclosures and allegations of abuse [refer to Indicators 4.1.2 and 4.2.2].

7.4.2   The entity provides training to ensure personnel are aware of information sharing and record keeping policies and procedures [refer to Indicator 1.6.2].

7.4.3   The entity provides training to ensure personnel are aware of their reporting obligations under **Commonwealth**, State/Territory legislative requirements including:
- reporting suspected criminal behaviour to police;
- mandatory reporting to child protection authorities;
- Reportable Conduct Scheme; and
- reporting to other regulatory authorities or government departments.

Criterion 7.5 *(previously 7.4)*

Personnel receive training and information on how to build culturally safe environments for children **and adults**.

Indicators

7.5.1   The entity provides cultural safety training to equip relevant personnel to create culturally safe environments for Aboriginal and Torres Strait Islander children **and adults; those** from culturally and linguistically diverse backgrounds; **and those of diverse sexuality and gender**.

STANDARD 8

Safe physical and online environments

Physical and online environments promote safety and contain appropriate safeguards to minimise the opportunity for children and adults to be harmed

Amendment summary

When considering risk, some are quite specific to the particular ministry and setting whilst others can be generally applicable across all ministries, both child-focused and adult-related. In Standard 8, whilst all the criteria are inclusive of both children and adults, the indicators are a mix of child specific risks, adult specific risks and generic risks.

Standard 8 summary table

Minor amendments	*Criteria*	**8.1; 8.4**
	Indicators	**8.1.1; 8.1.4**
Child-specific	*Criteria*	**Nil**
	Indicators	**8.1.2; 8.1.5; 8.3.2; 8.4.1; 8.4.2**
Adult-specific	*Criteria*	**Nil**
	Indicators	**8.1.3; 8.1.6; 8.3.3; 8.4.3**
Unchanged	*Criteria*	**8.2; 8.3**
	Indicators	**8.2.1; 8.2.2; 8.3.1**

Criterion 8.1

Personnel identify and mitigate risks in **the entity's** online and physical environments without compromising a child's **or adult's** right to privacy, access to information, social connections and learning opportunities.

Indicators

8.1.1   The entity's safeguarding risk management plan [refer to Indicator 1.5.1] addresses physical and online risks including risks arising from:
- child-to-child interactions;
- adult-to-child interactions;
- **adult-to-adult interactions (with particular consideration of power imbalances);** and,
- the nature of physical spaces.

8.1.2   The entity's policies require the use of safe online applications for children to learn, communicate and seek help.

8.1.3   **The entity's policies require the use of safe online applications for adults to learn, communicate and seek help.**

8.1.4   Personnel are proactive in identifying and mitigating physical and online risks to children **and adults**.

8.1.5   A policy is documented and implemented that ensures where one-to-one interactions between an adult and a child take place, these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. This includes ministries and/or services such as counselling, one-to-one tuition, the sacrament of reconciliation, coaching, spiritual direction and mentoring. Where the sacrament of reconciliation is celebrated using the first form of the Rite of Penance, that is, the Rite for Reconciliation of

Individual Penitents, the policy may provide for this to occur in a chapel or other space within a church that is set apart for this purpose, so long as any physical contact between the penitent and the cleric is precluded.

8.1.6 **A policy is documented and implemented that ensures where one-to-one interactions between church personnel and adults at risk (e.g. those with diminished capacity, disability, grieving etc) take place, these interactions are conducted in an open or visible space, or within the clear line of sight of another adult. The entity's Code of Conduct or the practice standards for professions with formal registration need to address how one on one interactions with adults at risk can be conducted safely.**

Criterion 8.2

The online environment is used in accordance with the entity's Code of Conduct and safeguarding policies and procedures.

Indicators

8.2.1 Personnel access and use online environments in line with the entity's Code of Conduct and relevant communication protocols.

8.2.2 The entity routinely monitors the online environment, reporting and responding to breaches of its Code of Conduct or safeguarding policies in accordance with the entity's disciplinary, complaints handling or other relevant process [refer to Indicator 6.4.4].

Criterion 8.3

Risk management plans [refer to Indicator 1.5.1] consider risks posed by the entity's settings, activities and physical environments.

Indicators

8.3.1 The entity assesses and mitigates safeguarding risks in the physical environments under its control and/or management, including buildings, structures, open spaces, grounds, homes of religious and clergy, and arrangements for live-in carers/caretakers.

8.3.2 Where an entity becomes aware that a person (other than personnel of that entity) attending any of its services or activities (including sacramental and liturgical celebrations) is the subject of a substantiated complaint of child abuse, or has been convicted of an offence relating to child sexual abuse, the entity has in place and implements a process for assessing and managing the risks posed to children by the person's ongoing involvement in the service or activity.

8.3.3 **Where an entity becomes aware that a person (other than personnel of that entity) attending or residing in any of its services or activities poses an unacceptable risk to others (for example, those with a serious criminal conviction resulting in parole conditions, domestic and family violence orders) the entity has in place and implements a process for assessing and managing the risks posed by the person's ongoing involvement in the service or activity.**

Criterion 8.4

Entities that contract facilities and services to and from third parties have procurement policies that ensure safeguarding of children and adults at risk.

Indicators

8.4.1   The entity considers the risks posed to children arising from any third parties engaged by the entity and conducts sufficient due diligence to ensure that the third party has appropriate child safeguarding policies and practices in place.

8.4.2   The entity has conducted sufficient due diligence on all third parties who use the entity's facilities to ensure child safeguarding policies and practices are in place.

8.4.3   The entity considers the risks posed to adults at risk, particularly those in residential care, such as:

- **nursing homes;**
- **homes for disabled;**
- **aged care facilities; and**
- **safe houses for individuals and families escaping domestic violence,**

and conducts due diligence to ensure that policies and/or practices are in place with third parties for the safeguarding of adults at risk.

STANDARD 9
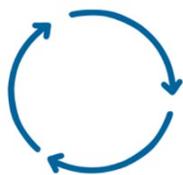
Continuous improvement

Entities regularly review and improve implementation of their systems for keeping children and adults safe

Amendment summary

Regardless of the type of ministries that entities are engaged in, continuous review and improvement should be a core component of all systems. Safeguarding practices are no exception and do not have to be specific to just children or adults. Hence, all criteria and indicators apply to entities regardless of the focus of the ministry.

Standard 9 summary table

Minor amendments	Criteria	9.1; 9.3
	Indicators	9.1.1; 9.1.4; 9.2.1; 9.2.2
Child-specific	Criteria	Nil
	Indicators	Nil
Adult-specific	Criteria	Nil
	Indicators	Nil
Unchanged	Criteria	9.2
	Indicators	9.1.2; 9.1.3; 9.3.1; 9.3.2

Criterion 9.1

The entity regularly reviews and improves **safeguarding practices for the protection of children and adults.**

Indicators

9.1.1   The entity has a clearly documented Safeguarding Implementation Plan which outlines the monitoring and continual improvement of safeguarding practices **for the protection of children and adults.** The Safeguarding Implementation Plan is regularly reviewed, progress is tracked and actions/strategies updated.

9.1.2   The Church Authority monitors compliance with the National Catholic Safeguarding Standards during systematic visits to parishes, ministries and/or congregational works.

9.1.3   The Safeguarding Committee [refer to Indicator 1.2.2] co-ordinates annual self-audits at a local level (parishes, ministries and/or congregational works).

9.1.4   The entity's **Safeguarding Children and Adults Policy** is subject to regular review - at least every three years.

Criterion 9.2

The entity analyses concerns and complaints to identify causes and systematic failures to inform continuous improvement.

Indicators

9.2.1   Processes are in place to analyse individual incidents or complaints relating to child **and adult** safeguarding practices and/or failures.

9.2.2   Processes are in place to identify and analyse systemic issues and/or patterns relating to child **and adult** safeguarding practices and/or failures, and drive continuous improvement.

Criterion 9.3

The Church Authority reports on the findings of relevant reviews to personnel, children**, adults,** families, carers and community.

Indicators

9.3.1   The Church Authority promotes to all its stakeholders any audit reports relating to the Church Authority, and related entities, published by Catholic Professional Standards Ltd.

9.3.2   The Church Authority reports on findings of relevant reviews of safeguarding policies, procedures and practices to its stakeholders.

STANDARD 10

Policies and procedures support the safety of children and adults

Policies and procedures document how the entity is safe for children and adults

Amendment summary

The underlying frameworks for safeguarding policies and procedures are the same, regardless of whether they are in relation to children or adults. They all require commitment, consultation, accessibility and communication. They should look at similar key elements such as risk, key roles and responsibilities, complaints management, reporting and legislative requirements. Any differentiation would be required in the specific detail and appendices directly relating to a particular ministry focus. Therefore, there has only been a minor amendment to one indicator in Standard 10.

Standard 10 Summary Table

Minor amendments	Criteria	**Nil**
	Indicators	**10.3.2**
Child-specific	Criteria	**Nil**
	Indicators	**Nil**
Adult-specific	Criteria	**Nil**
	Indicators	**Nil**
Unchanged	Criteria	**10.1; 10.2; 10.3; 10.4; 10.5**
	Indicators	**10.1.1; 10.2.1; 10.3.1; 10.4.1; 10.5.1**

Criterion 10.1

Policies and procedures address the National Catholic Safeguarding Standards.

Indicators

10.1.1   All relevant policies and procedures reference appropriate safeguarding approaches, requirements and responsibilities.

Criterion 10.2

Policies and procedures are accessible and easy to understand.

Indicators

10.2.1   The entity's policies and procedures relevant to safeguarding [refer to Indicator 10.1.1] are readily available and accessible to all personnel.

Criterion 10.3

Best practice policy models and stakeholder consultation inform the development and review of policies and procedures.

Indicators

10.3.1   The entity has processes in place to monitor adherence to policies and procedures relevant to safeguarding.

10.3.2   The entity has processes in place to develop and review its policies and procedures relevant to safeguarding. These processes include consulting with and incorporating advice from experts, children, **adults,** families, carers and communities.

Criterion 10.4

The Church Authority and leaders champion and model compliance with policies and procedures.

Indicators

10.4.1   The Church Authority and leaders promote and enact all policies and procedures relevant to safeguarding.

Criterion 10.5

Personnel understand and implement the policies and procedures.

Indicators

10.5.1   The entity encourages regular discussion and feedback from personnel on their understanding and practical implementation of policies and procedures.

4 Glossary of Terms

This draft second edition of the NCSS includes an additional 13 terms in the glossary.

The definitions in this section take into account Australian state/territory and federal laws and relevant regulations, canon law, information from the Holy See, the Royal Commission into Institutional Responses to Child Sexual Abuse, the National Principles for Child Safe Organisations and the Glossary on Sexual Exploitation and Abuse published by the United Nations in 2017.

The glossary does not have any legal force and is meant only to serve as a reference tool for the National Catholic Safeguarding Standards. All terms and definitions are to be read in the context of these Standards alone.

Accessible language	means information is provided in multiple formats for individuals with different levels of English literacy and proficiency, modes of communication, languages and cognitive abilities.
Adult at risk	**means any person aged 18 years and over who is at increased risk of abuse, such as those who:** • **are elderly** • **have a disability** • **suffer from mental illness** • **have diminished capacity** • **have cognitive impairment** • **are experiencing transient risks, such as bereavement or relationship breakdown (or other such adversity)** **have any other impairment that makes it difficult for that person to protect themselves from abuse or exploitation.**
Allegation	means a complaint, still to be verified, claiming or asserting that someone has committed an act of abuse against a child. The term is used interchangeably and in combination with "complaint".
Auslan	**means Australian Sign Language, the language of the deaf community in Australia.**
Australian Catholic Bishops Conference	means the national episcopal conference of the Catholic bishops of Australia. It is the instrumentality used by the Australian Catholic bishops to act nationally and address issues of national significance.
Bishop	means a diocesan bishop and archbishop and the ordinary of an Ordinariate in the Latin Church and an Eparch in the Eastern Churches.
Canon law	means the revised code of canon law promulgated by His Holiness Pope John Paul II in 1983 and the Code of Canons of the Eastern Churches as promulgated in 1990 and any other universal or particular legislation promulgated by the competent ecclesiastical authority.
Canonical Steward	means the person(s) or other entity canonically responsible for the Catholic Entity.
Catholic Religious Australia	means the public name of the Australian Conference of Leaders of Religious Institutes (ACLRI). It is the peak body for leaders of Religious Institutes and Societies of Apostolic Life resident in Australia
Child/ren	means individuals under 18 years of age.

Child abuse	There are different legal definitions of child abuse in Australia. Most commonly, the categories of child abuse include sexual, physical, psychological, neglect, ill-treatment, exploitation and exposure to family violence. The following provides general definitions only. For specific legal definitions related to your State/territory please go to: https://aifs.gov.au/cfca/publications/reporting-abuse-and-neglect Child abuse, when referenced throughout the National Catholic Safeguarding Standards, includes: • **physical abuse** refers to any non-accidental physically aggressive act towards a child. Physical abuse may be intentional or may be the inadvertent result of physical punishment. Physically abusive behaviours include shoving, hitting, slapping, shaking, throwing, punching, biting, burning and kicking; • **sexual abuse** refers to a person who uses power, force or authority to involve a child or young person in any form of unwanted or illegal sexual activity. This can involve touching or no contact at all. This may take the form of taking sexually explicit photographs or videos of children, forcing children to watch or take part in sexual acts and forcing or coercing children to have sex or engage in sexual acts with other children or adults; • **neglect** refers to a failure by a caregiver to provide the basic requirements for meeting the physical and emotional developmental needs of a child. Physically neglectful behaviours include a failure to provide adequate food, shelter, clothing, supervision, hygiene or medical attention; • **psychological abuse** refers to inappropriate verbal or symbolic acts and a failure to provide adequate non-physical nurture or emotional availability. Psychologically abusive behaviours include rejecting, ignoring, isolating, terrorising, corrupting, verbal abuse and belittlement; • **exposure to family violence** is generally considered to be a form of psychologically abusive behaviour, where a child is present (hearing or seeing) while a parent or sibling is subjected to physical abuse, sexual abuse or psychological maltreatment, or is visually exposed to the damage caused to persons or property by a family member's violent behaviour; and • **grooming** refers to a pattern of behaviour aimed at engaging a child as a precursor to sexual abuse. It includes establishing a 'special' friendship/relationship with the child. Grooming can include the conditioning of parents and other adults to think that the relationship with the child is 'normal' and positive. The process can take as little as a few days or as long as months or even years.
Child Safeguarding Commitment Statement	means a Commitment Statement describing an entity's commitment to keep children safe from harm. It forms the entity's culture with respect to child safeguarding.
Child safeguarding policies and procedures	means any policies or procedures of the entity that address elements of child safety. For example, but not limited to: • recruitment; • risk management; • complaint handling; and • acceptable use (information & communication technology).
Church Authority	means: a The Diocesan Bishop (or Archbishop, as appropriate) of a Diocese or his administrator from time to time; b The Australian Major Superior in respect of religious institutes; or c The Canonical Steward in relation to a particular Catholic Entity in respect of other Catholic Entities not referred to in (a) or (b) above.

Civic engagement	means individual and collective actions designed to identify and address issues of public concern. Civic engagement includes citizens working together to make a change or difference in the community. The goal of civic engagement is to address public concerns and promote the quality of the community.
Clergy	means the body of those ordained in sacred ministry in the Church. They are either deacons, priests or bishops.
Cleric	means a member of the clergy.
Clericalist/ism	means an attitude toward clergy/religious characterised by an excessive deference and an assumption of their moral superiority. Pope Francis has said of clericalism that it occurs when "clerics feel they are superior, [and when] they are far from the people". He goes on to say that clericalism can be "fostered by priests themselves or by lay persons". When fostered by priests it may be demonstrated in an attitude where clerics see themselves as self-sufficient, superior to and separate from accountabilities of the world beyond the Church. When fostered by lay people it may be demonstrated by thinking that their contributions to the life of the Church are second-rate, or that in all things, surely 'Father knows best'. The features of clericalism are not restricted to the ordained (clergy and religious) nor to the Church alone. Abuse of an individual's function, role or power could be considered clericalist and could be exemplified through other attitudes such as not allowing criticism, being didactic rather than dialogical and being controlling rather than caring. It exists in hierarchical institutions such as academia, legal and medical establishments, the police and the military.
Cognitive impairment	**means when a person has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life. Cognitive impairment ranges from mild to severe.** **Cognitive impairment is not an illness, but a description of someone's condition. It means they have trouble with things like memory or paying attention. They might have trouble speaking or understanding. And they might have difficulty recognising people, places or things, and might find new places or situations overwhelming.** **Cognitive impairment can be mild or severe and can come and go. Some causes of long-term or permanent cognitive impairment include dementia, stroke or brain injury.** **https://www.healthdirect.gov.au/cognitive-impairment**
Complainant	means any person who makes a complaint that may include any allegation, suspicion, concern, or report of a breach of the entity's code of conduct. It also includes disclosures made to an institution that may be about, or relate to, abuse in the entity's context.
Conflicts of interest	means situations where a conflict arises between a person's official duties and their private interests, which could influence the performance of those official duties. Such conflict generally involves opposing principles or incompatible wishes or needs.
Cultural safety	means an environment that is safe for people: where there is no assault, challenge or denial of their identity, of who they are and what they need. It is about shared respect, shared meaning, shared knowledge and experience, of learning, living and working together with dignity and truly listening.
Dicastery	means departments of the Roman Curia, including the Secretariat of State, Congregations, Tribunals, Councils and Offices.

Dignity or right to risk	**means the right of adults to make decisions which possibly could impact them (take risks)** • **the concept of 'Dignity of risk or right to risk' refers to enabling individuals the right (or dignity) to make decisions and take reasonable risks. It recognises that restricting this right can stifle the individual's growth, self-esteem and their overall quality of life (challenging the inherent dignity of an individual).**
Diminished capacity	**means if an adult needs to make a decision, and is unable to carry out any part of this process (as listed below), they have impaired decision-making capacity.** **There are three elements to making a decision:** • **understanding the nature and effect of the decision;** • **freely and voluntarily making a decision; and** • **communicating the decision in some way.**
Diocese	means ecclesiastical jurisdiction under the leadership of a bishop or an archbishop. In this document it is used as an inclusive term, including eparchies, ordinariates and prelatures.
Disability (persons with)	**means those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.** *(Article 2, United Nations Convention on the Rights of Persons with Disabilities.)*
Diverse sexuality and gender (DSG)	**refers to all the diversities of sex characteristics, sexual orientations and gender identities, without the need to specify each of the identities, behaviours, or characteristics that form this plurality.**
Easy read	**means an accessible format of providing information designed for people with a learning disability. The easy read format is easy to understand because it uses simple, jargon-free language, shorter sentences and supporting images. It may also be beneficial for people with other conditions affecting how they process information.**
Entity	means an entity that has been identified as Catholic by a competent authority within the Catholic Church.
Eparchy	means a term used by the Eastern Catholic Churches to denote ecclesiastical jurisdictions under the leadership of a bishop or an archbishop (also called an eparch or an archeparch).
Exposure to family violence	refer to 'child abuse'.
Formation/formation program	means a program preparing individuals for ordination or profession of vows as well as a life-long journey to the invitation of Christ to proclaim and live the Gospel message within the life of the Church.
Grooming/grooming behaviour	refer to 'child abuse'.
Institutional abuse	means, in the formal setting of an institution, child abuse could be caused by factors such as: • a "closed" culture within an organization where transparency is discouraged; • failure to properly check the backgrounds and interview staff; • inadequate training of staff; • lack of child protection policies; • lack of support of staff by management; • poor communication skills; and • poor supervision of staff and children.

Lay/lay person	means members of the Catholic Church other than bishops, priests, deacons and religious.
Leaders	means personnel who are responsible for important governance decisions within a Church entity and/or who lead and coordinate Church improvement initiatives.
Leaders of Religious Institutes	means the person acting in that canonical role (by whatever name) from time to time.
Mentor	means an experienced and trusted advisor or a person who gives a younger or less experienced person help and advice over a period of time.
Ministerial PJP	means a public juridic person established by a religious institute which provides sponsorship and lay leadership for ministries of the religious institute, to ensure their continuation as works of the Catholic Church. The establishing authority for these entities has varied – some PJPs have been established by the Holy See through the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life and are known as PJPs of pontifical right, others have been authorised by Diocesan or Provincial Bishops. Canon law defines a public juridic person (PJP) as ' an aggregate of persons or things constituted by the competent ecclesial authority to fulfil a proper function given them in view of the common good' [Can. 114 §1].
Ministry	means any activity within, or delivered by, an entity that is designed to carry out the good works of the Catholic Church.
Neglect	refer to 'child abuse'.
Offender	means a person who has admitted abuse or whose responsibility for abuse has been determined by a court of law (criminal or civil), statutory or church procedure.
Ordinariate	means a non-geographical diocese, an example of which is the Catholic Military Ordinariate of Australia which is administered by a bishop with the faculties of an Ordinary and thus this organisation is known by the term ordinariate.
Overseas clergy and religious	means any cleric or member of a religious institute who is specifically recruited from overseas by a Church Authority or entity
Pastoral ministry	**means the work involved or the situation which exists when one person has responsibility for the wellbeing of another or for a faith community. This includes the provision of spiritual advice and support, education, counselling, medical care and assistance in times of need. All work involving the supervision or education of children is a work of pastoral care.**
Personal prelature	means a canonical structure of the Catholic Church which comprises a prelate, clergy and laity who undertake specific pastoral activities. The first personal prelature is Opus Dei.
Personnel	means a cleric, member of a religious institute or other person who is employed by the entity or engaged on a contract, subcontract, voluntary or unpaid basis.
Physical abuse	refer to 'chid abuse'
Position description	means a document which details the role, responsibilities and expectations of a role within an entity and outlines reporting lines.

Professional/pastoral supervision	means a forum for reflection and learning, an interactive dialogue between at least two people, one of whom is professionally trained as a supervisor. The dialogue shapes a process of review, reflection, critique and replenishment for personnel. Supervision is a professional activity in which personnel are engaged regardless of experience or qualification. Supervision assists personnel in their accountabilities for professional standards (including in relation to maintenance of professional boundaries), defined competencies for their role and understanding and implementation of organisational policy and procedures. For clerics and religious, professional supervision assists in the maintenance of boundaries of the pastoral relationship and enhances the quality of their ministry. A cleric/religious' commitment to conscious and critical reflection on their ministry and ministry experiences is recognised as being important for the wellbeing of the cleric/religious, the people with whom they exercise ministry, the wider Church and the community.
Protective behaviours program	means an age-appropriate structured education program to equip children and young people with the skills and knowledge to enhance their personal safety.
Psychological abuse	refer to 'child abuse'.
Rights-based approach	**means that all forms of discrimination in the realisation of rights must be prohibited, prevented and eliminated. It also means that priority should be given to people in the most marginalised or vulnerable situations who face the biggest barriers to realising their rights.**
Religious Institute	means an institute of consecrated life, a secular institute or society of apostolic life, and their provinces or equivalent.
Respondent	means a person against whom a complaint is made.
Safeguarding	means measures to protect the safety, human rights and well-being of individuals, which allow people - in this context children **and adults**- to live free from abuse, harm and neglect.
Safeguarding Committee	means a Committee established to advise and support the Church Authority on all matters relating to safeguarding, including the development and implementation of a Safeguarding Implementation Plan and coordination of annual self-audits at a local level. Committee members need relevant and varied professional expertise in relation to safeguarding, child protection, organisational culture and structure, policy development, etc and include lay women and men.
Safeguarding Co-ordinator	means an individual who champions safeguarding and co-ordinates the implementation of the National Catholic Safeguarding Standards within an entity.
Safeguarding Implementation Plan	means a documented plan which articulates actions to be taken across the entity to ensure safeguarding practices are in place. It includes actions, strategies, responsibilities and delegations and tracks review and progress. It is overseen by the Safeguarding Committee.
Seminary	means a centre for the formation and education of students preparing for ordination.
Sexual abuse	refer to 'child abuse'.
Spiritual abuse	means the abuse of a child that is perpetrated by an individual in a position of authority and trust within the Church, supposedly in the name of God. It can cause a child to have lifelong loss of faith and/or feel distanced from the Church.

Strengths-based Approach	means an approach to interpersonal work which is about working alongside people to bring about change. It primarily depends on positive attitudes about people's dignity, capacities, rights, uniqueness and commonalities. It focuses on people's own ability to bring about change by supporting them to take control, make and then direct the change they want.
Substantiated complaint	means allegations proven to be true or supported with evidence.
Third parties	means any individual, group or organisation outside the entity who either contract services and facilities to or from the entity. For example, groups hiring Church facilities for private or public use (birthday parties, men's sheds, exercise groups, etc), companies contracted to provide design and print work for an entity, consultants, etc.
Transient Risk	short-term risk, experienced by people at different points of time e.g. when someone is vulnerable due to grief, bereavement or relationship breakdown.
Trauma-informed care and practice	is a strengths-based framework which is founded on five core principles – safety, trustworthiness, choice, collaboration and empowerment, as well as respect for diversity. Trauma-informed services do no harm, i.e. they do not re-traumatise or blame victims for their efforts to manage their traumatic reactions, and they embrace a message of hope and optimism that recovery is possible. In trauma-informed services, trauma survivors are seen as unique individuals who have experienced extremely abnormal situations and have managed as best that they could.
Working with children check	means generic term used in the National Catholic Safeguarding Standards to denote the statutory screening requirement for people who work or volunteer in child-related work. There is no single national framework setting out requirements for 'working with children' checks. Each State/Territory in Australia has its own name, procedures and differences in scope regarding what this type of check entails. They are one part of a Church entity's recruitment, selection and screening practices.
Working with vulnerable people check	means the *Working with Vulnerable People (Background Checking) Act 2011* in the Australian Capital Territory which requires those working with children (and other vulnerable groups) to complete a Working With Vulnerable People check and be registered before they can commence employment. Tasmania also has a 'Working with Vulnerable People Check' which requires all employees and volunteers aged 16 and over working in child care services or other child-related services to apply for a WWVP check.

5 Appendix One

Provided here is a list of the key documents reviewed as part of the review of literature from within the Catholic Church, Commonwealth and state/territory governments, international regulatory and legislative frameworks and research:

Catholic Church:

- Motu Proprio Vos Estis Lux Mundi. Pope Francis. May 2019.
- Final Report-Review of Catholic Church Safeguarding arrangements for the ACBC and CRA. Steve Kinmond. Fr Gerald Gleeson. Sister Clare Condon. April 2019.
- Professional Standards Code of Conduct and Safeguarding Policy. Franciscan Friars. September 2019.
- Protecting Children and Vulnerable Adults eLearning Module. Catholic Church Insurance. Australia.
- Safeguarding Children and Vulnerable Adults. Society of Jesus (Jesuits). August 2015.
- Safeguarding Children and Vulnerable Adults Prevention and Protection Policy. Archdiocese of Brisbane. April 2017.
- Safeguarding Policy. Institute of Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG). September 2018.
- Towards Healing-Principles and procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia. January 2010.

Government:

- Australian Human Rights Commission.[2]
- Australian Law Reform Commission. Australian Government. June 2017
- External Conduct Standards. Australian Charities and Not-for profits Commission. July 2019.
- The Aged Care Quality Standards. Aged Care Quality and Safety Commission (Australian Government, 2019)
- Interim material from both current Royal Commissions (The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability and The Royal Commission into Aged Care Quality and Safety) were reviewed. Of note:
  - Royal Commission into Aged Care Quality and Safety: Intern Report (November 2019)
  - Aged Care Program Design: Services for the Future Consultation Paper 1 (December 2019)
  - The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability Education and Learning Issues Paper (October 2019)
- NDIS Practice Standards (NDIS Practice Standards and Quality Indicators). Department of Social Services, Australian Government. July 2018.
- National Standards for Disability Services-Evidence Guide. Department of Social Services, Australian Government. 2013.
- National Safety and Quality Health Service Standards. Australian Commission on Safety and Quality in Health Care. September 2012.
- National Standards for Mental Health Services (Australian Government) (2010)
- NSW Homelessness Strategy 2018-2023. NSW Government.
- Preventing Sexual Exploitation, Abuse and Harassment Policy. Department of Foreign Affairs and Trade. April 2019.
- The Human Services Standards. Department of Health and Human Services Victoria. (2015-2020). Of note:
  - Human Services Standards (Easy English with Pictures)
  - Human Services Standards Evidence Guide
  - Aboriginal and Torres Strait Islander Cultural Safety Framework Guidelines 2019.
- *Victorian Civil and Administrative Tribunal (VCAT)-Accessibility Action Plan (2018-2022)*
- *Queensland Civil and Administrative Tribunal (QCAT)-Decision-making for Adults 2019*

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2   Australian Human Rights Commission, 'What Are Human Rights?', Australian Human Rights Commission, 2013, https://www.humanrights.gov.au/about/what-are-human-rights.

- Vulnerable Persons, Police Checks and Criminal Offences. Department of Social Services. Australian Government. 2014
- Working with Vulnerable People (Background Checking) Act 2011. ACT Government.

NGO:
- Homelessness Recovery Model. Vincent Care. 2019.[3]

International:
- Care Act 2014. England.
- Housing First Guide-EU. European Union. 2016.[4]
- The Adult Support and Protection Act 2007. Scotland
- The Social Services and Wellbeing Act 2014. Wales
- United Nations Convention on the Rights of Persons with Disabilities. United Nations. 2006
- Vulnerable Adult Act. Singapore. 2018.[5]

Other
- Joseph E Ibrahim and Marie-Claire Davis, 'Impediments to Applying the "Dignity of Risk" Principle in Residential Aged Care Services: "Dignity of Risk" in Residential Aged Care', Australasian Journal on Ageing 32, no. 3 (September 2013): 188–93
- Lucy Johnstone and Mary Boyle, 'The Power Threat Meaning Framework: An Alternative Nondiagnostic Conceptual System', Journal of Humanistic Psychology, 5 August 2018

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3 VincentCare Victoria, 'Homelessness Recovery Model', Homelessness Recovery Model, 2019, https://www.vincentcare.org.au/our-services/homelessness-recovery-model/.
4 Housing First Guide Europe, 'Housing First Guide Europe', 2016, www.housingfirstguide.eu.
5 Government of Singapore, 'Vulnerable Adults Act 2018 - Singapore Statutes Online', 2018, https://sso.agc.gov.sg/Act/VAA2018.