CAPABILITY AREA 1

Leadership, monitoring and improvement

Standard 1 – Committed leadership, governance and culture
The safeguarding of children and adults is embedded in the entity's leadership, governance and culture.

Standard 9 – Continuous improvement
Entities regularly review and improve implementation of their systems for keeping children and adults safe.

PARISH NAME

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ENDORSED BY PARISH PRIEST

COMPLIANCE ASSESSMENT SCALE					
Self-assessment tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
1.1 The parish, agency or entity has endorsed the Catholic Archdiocese of Melbourne's Safeguarding and Wellbeing of Children and Young People Policy, which is publicly available and reflects an understanding and identification of diverse circumstances and experiences that increase a child or young person's vulnerability to abuse. (VCSS 2.1; 2.3; NCSS 1.1)					
1.2 The parish, agency or entity has endorsed the Catholic Archdiocese of Melbourne's Commitment to the Safety of Children and Young People, which is publicly available and displayed. (VCSS 2.1, NCSS 1.1)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
1.3 A culture of safeguarding children and adults is championed and modelled at all levels of the parish, agency or entity by: • appointing a safeguarding committee to the highest level of leadership, who are promoted within the parish, agency or entity and will oversee and support the compliance and monitoring of child and adult safety • leadership setting clear expectations around child safety, so that Church personnel understand their responsibilities in relation to safeguarding and are given opportunities to provide input • leadership modelling attitudes and behaviours that demonstrate their commitment to the safety of children and young people. They express support for keeping children safe, taking action when they have concerns about children's safety, and they prioritise the safety of children as part of everyday practice, ensuring that the Safeguarding Children and Young People Framework is implemented.					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
1.4 The parish, agency or entity's governance arrangements are clear. There is a clear list of all the programs, groups, activities and ministries that exist to define which they have responsibility over: • For external groups, contractual third-party arrangements are in place. • Where the parish, agency or entity's governance includes countries other than Australia, the parish, agency or entity must apply these standards, taking into account relevant international declarations and local legislation. (VCSS 2.3, 9.4, 11.1, 11.2; NCSS 1.3, 8.4, 10.1, 10.2)					
1.5 The Catholic Archdiocese of Melbourne's Safeguarding Children and Young People Code of Conduct is communicated, endorsed and signed by all Church personnel. The Code of Conduct provides guidelines on expected behavioural standards and responsibilities in accessible formats and languages, and takes into account the particular needs of Aboriginal and Torres Strait Islander children and young people; children and young people from culturally and linguistically diverse (CALD) backgrounds; children and young people in out-of-home care or those who are homeless; children and young people of diverse sexuality; and children and young people with a disability. (VCSS 1.5, 2.4, 9.2; NCSS 1.4, 8.2)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
1.6 Church personnel understand their obligations on information sharing and record keeping as identified in the Safeguarding and Wellbeing of Children and Young People Policy and subsequent safeguarding documents, and the Safeguarding Children and Young People Record Keeping Policy. (VCSS 2.6; NCSS 1.6)					
1.7 The parish, agency or entity's safeguarding practices are regularly reviewed, including the completion of an annual Safeguarding Self-Assessment Tool, which assists the parish, agency or entity's creation of an implementation plan to help monitor, track and improve safeguarding practices. (VCSS 10.1; NCSS 9.1)					

COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
1.8 The parish, agency or entity reports to leadership, staff, volunteers, families, and children and young people, providing a summary of the annual Safeguarding Self-Assessment Tool and relevant reviews (e.g. risk-assessment reviews). (VCSS 10.3; NCSS 9.3)					

IMPLEMENTATION PLAN			
Self-assessment tool indicator number	**What more do we need to do?** *Areas for improvementand action required*	**Who is responsible?** **What is the timeframe?**	**Completed**

IMPLEMENTATION PLAN			
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CAPABILITY AREA 2

Engaging with children, adults, families and communities

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.

Standard 3 – Partnering with families, carers and communities
Families, carers and communities are informed and involved in promoting the safeguarding of children and adults.

Standard 4 – Equity is promoted and diversity is respected
Equity is upheld and diverse needs respected in policy and practice.

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ENDORSED BY PARISH PRIEST ○

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
2.1 Age-appropriate strategies are used to inform children and adults at risk about their rights, including their right to safety and information, enabling them to provide feedback and participate in decisions that affect them. (VCSS 1.1, 1.5, 3.1, 3.4, 3.5, 3.6, NCSS 2.1)	○	○	○	○	
2.2 Children and adults at risk are made aware of, and have access to, information about complaints processes. Support is provided through proactive engagement strategies, such as providing age-appropriate information in accessible languages that is culturally safe and is in easy-to-understand formats. (VCSS 1.5, 3.1, 5.2; NCSS 2.1, 4.2)	○	○	○	○	

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
2.3 The importance of friendships is recognised, and support from peers is encouraged, and this is communicated in an age and developmentally appropriate manner to help children feel safe and less isolated. (VCSS 3.2; NCSS 2.2)					
2.4 The importance of relationships and social connections for adults at risk is recognised, and such relationships and connections are encouraged, helping adults at risk to feel safe and less isolated. (NCSS 2.3)					

Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
COMPLIANCE ASSESSMENT SCALE					
2.5 Where relevant to the setting or context, children and families are provided with information and access/referral to abuse-prevention programs appropriate to the child or young person's age, development, ability and level of understanding. (VCSS 3.3; NCSS 2.4)					
2.6 Parents and/or carers are encouraged to participate in decisions affecting their child or an adult with diminished capacity in their care. (VCSS 4.1; NCSS 3.1)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
2.7 All families, carers and communities are engaged and provided with relevant and accessible information about the parish, agency or entity's approach to safeguarding. (VCSS 1.4, 4.2; NCSS 3.2)					
2.8 All families, carers and communities are informed about the parish, agency or entity's operations and governance, and are provided with an opportunity to have a say in safeguarding policies and practices. (VCSS 1.5, 4.3, 4.4; NCSS 3.3)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
2.9 The parish, agency or entity raises community awareness of the dignity and rights of all children, young people and adults. (NCSS 3.4)					
2.10 The entity identifies steps already taken to recognise and celebrate Aboriginal peoples and their achievements, communities and cultures. (VCSS 1.2; NCSS 4.3, 7.5)					

Self-Assessment Tool Indicator	COMPLIANCE ASSESSMENT SCALE				
	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
2.11 The diverse circumstances and backgrounds of all children, young people and adults at risk are acknowledged, understood and accommodated by providing appropriate support. (VCSS 5.1; NCSS 4.1)					
2.12 The Catholic Archdiocese of Melbourne's Safeguarding Children and Young People Framework empower all children by reflecting attitudes and behaviours that respect their inherent dignity, are inclusive and responsive to diverse needs, and promote a culturally safe environment, paying particular attention to those living with disability, those from culturally and linguistically diverse backgrounds, Aboriginal children and young people, those who are unable to live at home, and children and young people of diverse sexuality. (VCSS 1.1; 1.3; 1.4; 5.3; 5.4, NCSS 1.4, 2.1, 4.3, 6.3, 7.5)					

Self-Assessment Tool Indicator	COMPLIANCE ASSESSMENT SCALE				
	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
2.13 A child or young person's ability to express their culture and enjoy their cultural rights is encouraged and actively supported. (VCSS 1.1; NCSS 2.1, 4.3)					
2.14 The Catholic Archdiocese of Melbourne's safeguarding documents are adopted by the parish, agency or entity, and describe the parish, agency or entity's commitment to respecting and valuing Aboriginal children and young people, while addressing how racism will not be tolerated and how instances of racism will be responded to, including potential consequences. (VCSS 1.3; NCSS 1.4, 4.3, 6.3, 7.5)					

	IMPLEMENTATION PLAN		
Self-assessment tool indicator number	**What more do we need to do?** *Areas for improvementand action required*	**Who is responsible? What is the timeframe?**	**Completed**

	IMPLEMENTATION PLAN		
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CAPABILITY AREA 3

Right people, right role, right knowledge

Standard 5—Robust human resource management
People working with children and adults are suitable and supported to reflect safeguarding values in practice.

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.

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	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool indicator	**Yet to develop**	**Developing**	**Developed**	**Developed and embedded**	**Evidence** *What is already in place?*
3.1 Strategies are embedded within the parish, agency or entity that equip all Church personnel to acknowledge and appreciate the strengths of Aboriginal culture and to understand its importance to the wellbeing and safety of Aboriginal children and young people. (VCSS 1.2; NCSS 7.5)					
3.2 The Safeguarding Children and Young People Code of Conduct and position descriptions outline behavioural expectations of all Church personnel, including that children will be supported to express their culture and enjoy their cultural rights. (VCSS 1.1, 1.3; NCSS 1.4, 2.1, 4.3, 6.3, 7.5)					

Self-Assessment Tool Indicator	COMPLIANCE ASSESSMENT SCALE				
	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
3.3 The commitment to safeguarding and zero tolerance approach to abuse are explicit in advertising, screening and recruitment for Church personnel. (VCSS 6.1; NCSS 5.1)					
3.4 Recruitment and screening procedures and processes are fully documented. (VCSS 6.1; NCSS 5.1)					

		COMPLIANCE ASSESSMENT SCALE			
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
3.5 Church personnel have current clearances (e.g. Working with Children Checks and, potentially, police checks) and/or equivalent background checks relevant to their roles. (VCSS 6.2; NCSS 5.2)					
3.6 Church personnel complete appropriate induction and are aware of their safeguarding responsibilities, including record keeping, information sharing and reporting obligations. (VCSS 6.3; NCSS 5.3)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
3.7 Dependent on their role, Church personnel are provided with ongoing supervision and people-management that is focused on child safety and wellbeing. (VCSS 6.4; NCSS 5.4)					
3.8 All Church personnel complete the mandatory *Safeguarding Essentials* online training, and training records of this are maintained. Clergy and employees are required to complete this training annually, while volunteers are required to complete the module every three years. (VCSS 1.2, 1.3, 8.1, 8.2, 8.3, 8.4; NCSS 1.4, 6.3, 4.3, 7.1, 7.2, 7.4, 7.5)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
3.9 Records are maintained to ensure all Church personnel attend induction training. (VCSS 6.3, 8.1, 8.2, 8.3, 8.4; NCSS 5.3, 7.1, 7.2, 7.4, 7.5)					
3.10 Guidance materials are tailored to the needs of different Church personnel. Examples of guidance materials provided may include: • identifying indicators of abuse • reporting requirements • how to support a person disclosing harm • how to create culturally safe environments. (VCSS 1.2, 1.3, 1.5, 8.1, 8.2, 8.3, 8.4; NCSS 1.4, 4.2, 4.3, 6.3, 7.1, 7.2, 7.4, 7.5)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	**Yet to develop**	**Developing**	**Developed**	**Developed and embedded**	**Evidence** *What is already in place?*
3.11 Church personnel are supported through informal and formal training and education to recognise the factors that contribute to adult abuse, with a focus on adults at risk. (NCSS 7.3)					
3.12 Church personnel receive training and information on how to build culturally safe environments for children, young people and adults. (VCSS 1.2, 1.3, 1.4, 8.4; NCSS 1.4, 4.3, 7.5)					

	COMPLIANCE ASSESSMENT SCALE				
Self-Assessment Tool Indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
3.13 Church personnel understand and implement policies and procedures. (VCSS 2.4, 2.6, 7.1, 7.2, 8.1–8.4, 11.5; NCSS 1.4, 1.6, 6.1, 6.2, 7.1, 7.2, 7.4, 7.5, 10.5)					

IMPLEMENTATION PLAN			
Self-assessment tool indicator number	**What more do we need to do?** *Areas for improvementand action required*	**Who is responsible?** **What is the timeframe?**	**Completed**

IMPLEMENTATION PLAN			
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CAPABILITY AREA 4

Systems, policies and procedures

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.

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.

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.

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		COMPLIANCE ASSESSMENT SCALE			
Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
4.1 The Catholic Archdiocese of Melbourne's Safeguarding Children and Young People Reporting Procedure is endorsed and communicated by the parish, agency or entity to all personnel, children and families. Please note that the Catholic Archdiocese of Melbourne's Safeguarding Children and Young People Reporting Procedure: • includes roles and responsibilities • covers different types of complaints • includes reporting obligations • covers breaches of relevant policies or the Code of Conduct • includes the process of reporting complaints and concerns to relevant authorities, requiring cooperation with any statutory or contractual processes • is aligned and operates in conjunction with the Code of Conduct and other Archdiocesan policies • commits to an initial risk assessment if a complaint of abuse is received, in addition to ongoing risk assessments being conducted throughout the investigation process. (VCSS 1.3, 7.1, 7.3, 7.4, 7.5; NCSS 1.4, 4.3, 6.1, 6.3, 6.4, 7.5)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
4.2 Children, young people and adults have access to information, support and complaints processes in ways that promote inclusion and that are culturally safe. (VCSS 1.5; 5.2, 7.2; NCSS 4.2, 6.2)					
4.3 Church personnel, children, young people and families understand the Archdiocesan Safeguarding Children and Young People Reporting Procedure. (VCSS 5.2, 7.2, NCSS 4.2, 6.2)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
4.4 Concerns and complaints are analysed to identify causes and systematic failures in safeguarding practices. (VCSS 10.2; NCSS 9.2)					
4.5 The parish, agency or entity, in consultation with the Archdiocese, ensures mechanisms are in place to support complainants of child and adult sexual abuse (e.g. pastoral care, Pathways Victoria, referrals to support services). (NCSS 6.5)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	**Evidence** *What is already in place?*
4.6 The parish, agency or entity, in consultation with the Archdiocese, ensures respondents facing allegations are supported through counselling by appropriately trained professionals and pastoral carers, while also ensuring that arrangements are in place to monitor them throughout the duration of a complaint. (NCSS 6.6)					
4.7 Risk-management plans address the range of settings, programs, activities, events and physical and online environments in which ministry and/or services occur. (VCSS 2.5, 9.3; NCSS 1.5, 8.3)					

COMPLIANCE ASSESSMENT SCALE

Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
4.8 Risk assessments and risk-management plans developed by the parish, agency or entity address both physical and online risks without compromising the participant's right to privacy or wellbeing. (VCSS 9.1; NCSS 8.1)					
4.9 The online environment is accessed and used in accordance with the Safeguarding Children and Young People Framework. (VCSS 2.4, 9.2; NCSS 1.4, 8.2)					

	Yet to develop	Developing	Developed	Developed and embedded	
COMPLIANCE ASSESSMENT SCALE					
Self-assessment tool indicator					**Evidence** *What is already in place?*
4.10 Where facilities and services are contracted to and from third parties, contractual arrangements specify safeguarding considerations. (VCSS 9.4; NCSS 8.4)					
4.11 The parish, agency or entity has endorsed and made publicly available the Catholic Archdiocese of Melbourne's Safeguarding and Wellbeing of Children and Young People Policy and any safeguarding documents that address the Victorian Child Safe Standards and the National Catholic Safeguarding Standards. These policies and procedures for the parish, agency or entity are accessible to all Church personnel, are easy to understand and cover safeguarding approaches, requirements and responsibilities. (VCSS 1.5, 2.1, 2.3, 2.4, 3.1, 4.2, 4.4, 5.2, 6.1–6.4, 7.1–7.3, 9.1, 9.3, 9.4, 11.1, 11.2, 11.4; NCSS 1.1, 1.3, 1.4, 2.1, 3.2, 3.3, 4.2, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 8.1, 8.3, 8.4, 10.1, 10.2, 10.4)					

	COMPLIANCE ASSESSMENT SCALE				
Self-assessment tool indicator	Yet to develop	Developing	Developed	Developed and embedded	Evidence *What is already in place?*
4.12 Parish-, agency- or entity-specific policies, procedures and practices are regularly reviewed and updated, particularly for ministries and programs. Feedback from relevant stakeholders, including children, young people and families, is sought. (VCSS 11.3; NCSS 10.3)					
4.13 The parish, agency or entity encourages regular discussion and feedback from Church personnel on their understanding and the practical implementation of policies and procedures. (VCSS, 11.5; NCSS 10.5)					

IMPLEMENTATION PLAN			
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