

# SAFEGUARDING - SAFE RECRUITMENT AND TRAINING POLICY

*Working together for a safe church*

October 2018

## 1. INTRODUCTION

The Catholic Church in Aotearoa New Zealand is committed to fostering a culture of safeguarding to ensure children and vulnerable adults are protected from harm, and the adults engaged to provide services and ministry to children and vulnerable adults are supported in their roles.

A key preventative strategy is to uphold and maintain safe recruitment processes including training for all Church employees and volunteers who work with or provide ministry to children or vulnerable adults.

The Catholic Church in Aotearoa New Zealand has adopted the "Guidelines for the prevention of and response to sexual abuse in the Catholic Church in Aotearoa New Zealand" (National Safeguarding Guidelines). This policy is part of a national strategy to implement the National Safeguarding Guidelines.

## 2. SCOPE

This policy applies to clergy, religious, employees and volunteers within each of the six dioceses of the Catholic Church in Aotearoa New Zealand who work with or provide ministry to children (aged 0-18 years) and vulnerable adults. This includes people working within parishes and any organisation or agency which has been accepted as a Catholic entity by a New Zealand Bishop ("Church Personnel").

## 3. PRINCIPLES

The Catholic Church believes that every person has a value and dignity which derives directly from their creation in the image and likeness of God. This implies a duty to value all people and therefore to protect them from harm. Children and vulnerable adults were welcome and safe in the company of Jesus and should be welcome and safe in his Church. The safeguarding of children and vulnerable adults is an integral part of the life and ministry of the Church and flows from the Gospel.

To achieve this we are committed to:

- The right of children and vulnerable adults to be protected from harm.
- Fostering secure physical, emotional and spiritual cultures within all faith communities.
- Selecting employees and volunteers who are committed to supporting a culture of safeguarding
- All Church Personnel safely embracing appropriate boundaries, behaviours and practices that are consistent in all Dioceses.
- Supporting clergy, religious, employees and volunteers in their work with children and vulnerable adults.
- Modelling the principle of natural justice to ensure fairness and transparency

## 4. GUIDELINES

The Catholic Church will follow best practice for the recruitment of employees and volunteers who work with children or vulnerable adults.

We will:

- Undertake police vetting in accordance with Safe Recruitment Procedures, for those positions or roles listed in the Procedures
- Conduct reference checks with specific questions being asked of referees about child/vulnerable adult safety
- Require all employees and volunteers commit to 'Code of Conduct for Employees and Volunteers'
- Require all Church Personnel to undertake education and training which supports safe practice in the Church
- Provide role/task descriptions for volunteers who provide Church ministry to children and/or vulnerable adults, and role specific education and training
- Provide feedback to volunteers
- Securely store information pertaining to Church Personnel
- Have monitoring and auditing structures in place to ensure compliance with safe recruitment practices

## 5. RELATED POLICIES AND PROCEDURES

- National Safeguarding Guidelines
- Safeguarding Policy
- Safeguarding Culture Standards
- Concerns and Complaints Policy
- Code of Conduct for Employees and Volunteers

## 5. APPROVAL

These policy and procedures are executed by: .....

Date: .....