

SAFEGUARDING SELF-REVIEW TOOL

In the Catholic Church in Aotearoa New Zealand

(Version: March 2022)

The Catholic Church in Aotearoa New Zealand is clear about its intention to provide environments within all its faith communities which ensure that the dignity of all people is respected and promoted, recognizing that we are created in the image and likeness of God. The safeguarding of children and vulnerable adults is an integral part of the life and ministry of the Church and flows from the gospel. *(Guidelines for the Prevention of and Response to Sexual Abuse in the Catholic Church in Aotearoa New Zealand.)*

The New Zealand Catholic Bishops Conference (NZCBC) and the Congregational Leaders Conference Aotearoa New Zealand (CLCANZ) are committed to ensuring that policies are actively followed in all Catholic entities and organisations so that a safe and nurturing environment exists for everyone.

We have a duty to protect from harm those who are especially vulnerable, to respond compassionately to those who have suffered harm within the Church, and to ensure that our practices prevent harm occurring.

This self-review tool is a helpful process by which each entity or organisation within the family of the Catholic Church in Aotearoa New Zealand can identify its own safeguarding practices being implemented and the areas to be developed.

Who/what is this Self-review Tool for?

This Self-review Tool is for you - the Catholic entity or organisation completing it. It gives a framework for looking at your safeguarding practices in detail against the expectations of the *Safeguarding Standards*. Once completed, it can be used to determine next steps in the development of those practices.

Why are these questions numbered as they are?

The questions are linked to the indicators for each of the five *Safeguarding Standards*. Most indicators have only one question relating to it but others may have more. There is space at the end of each section to write any additional information.

Do we need to answer all of the questions?

Please answer all questions, even if you are unsure if they apply to you or not.

Which answer to put?

The possible responses are 'Yes', 'Partly' 'No', 'Unsure' and 'N/A'.

If you don't think a question applies to your Catholic entity or organisation, please answer 'N/A' (not applicable).

If you don't know the answer to a question or if you are unclear about whether a question relates to you or not, please answer 'Unsure'.

What should we write in the 'Other considerations/action points' box?

If there are any other points that you need to note, either for your organisation's reference or for follow-up action, then these boxes are a good place to note that down.

Do we have to provide evidence for this?

If your Self-review Tool forms part of an external review, evidence may be requested.

Please feel free to call your local safeguarding adviser or this office, National Office for Professional Standards (NOPS) on 0800 114622 or email safeguarding@nzcbc.org.nz if you would like further advice regarding how to complete this document.

SAFEGUARDING PRACTICES SELF-REVIEW

of: _____ (entity)

signed: _____ date: _____

Name of signatory: _____

Position/designation: _____

List here any aspects of your safeguarding practices that you feel are working well. This could include how people are feeling generally about safeguarding.

Standard 1 - Communicating the Church's Safeguarding Message

Church entities appropriately communicate the Church's safeguarding message.

1.1 Is planning in place that sets out the ways that the Church's safeguarding message is communicated and kept up to date? **YES PARTLY NO UNSURE N/A**

1.2 Are safeguarding posters translated into languages other than English as appropriate to the entity's community, or communicated in ways that meet particular needs?

YES PARTLY NO UNSURE N/A

1.3.1 Are posters displayed prominently and publicly showing contact details for the National Office for Professional Standards?

YES PARTLY NO UNSURE N/A

1.3.2 Are 'Complaints Process' posters displayed prominently and publicly?

YES PARTLY NO UNSURE N/A

1.3.3 Is the caller response sheet, entitled "What to do if you receive a call or visit about abuse or harm" clearly visible for front-line staff?

YES PARTLY NO UNSURE N/A

1.3.4 Are training schedules and other relevant safeguarding information openly and actively promoted to the entity's community?

YES PARTLY NO UNSURE N/A

1.4 Where property is used by external groups, are records kept their acceptance of the Church's safeguarding expectations prior to use?

YES PARTLY NO UNSURE N/A

Other considerations/action points:

Standard 2 - Safe Practices

Church entities provide environments that are welcoming, nurturing and safe.

2.1.1 Is there a plan explaining how safeguarding practices are carried out and monitored?

YES PARTLY NO UNSURE N/A

2.1.2 Where risk factors have been identified, is there a plan in place to monitor or mitigate/remove those risks?

YES PARTLY NO UNSURE N/A

2.2 Is local iwi consulted to ensure practices align with local tikanga?

YES PARTLY NO UNSURE N/A

2.3.1 Do all recruitment processes, for both volunteers and paid employees, reflect safeguarding recommendations including police vetting and reference checks?

YES PARTLY NO UNSURE N/A

2.3.2 Is a person nominated to manage vetting considerations?

YES PARTLY NO UNSURE N/A

2.4 Is the approved testimonial completed for clergy, seminarians, religious or those in any form of consecrated life who are visiting or have recently arrived from overseas, and who intend to minister in Aotearoa New Zealand?

YES PARTLY NO UNSURE N/A

2.5 Is a signed code of conduct held for each volunteer and paid employee?

YES PARTLY NO UNSURE N/A

2.6.1 Are all code of conduct breaches managed according to fair and consistent procedures?

YES PARTLY NO UNSURE N/A

2.6.2 Where any risk factors have been identified specifically relating to a particular volunteer or an employee, is there a plan in place to mitigate/remove and monitor those risks to the person in question and to others, i.e., a safeguarding plan?

YES PARTLY NO UNSURE N/A

2.7.1 Are safeguarding practices in place relating to the use of information technology, including social media and photography, by Church personnel as well as by children and vulnerable adults when appropriate? *YES PARTLY NO UNSURE N/A*

2.7.2 Are all personnel documents held securely and handled in a confidential manner?

YES PARTLY NO UNSURE N/A

2.8.1 Are regular checks carried out on safe practices, including behaviour, for all activities involving children and vulnerable adults?

YES PARTLY NO UNSURE N/A

2.8.2 Does the use of physical space reflect best safeguarding practice recommendations?

YES PARTLY NO UNSURE N/A

2.9 Are risk assessments relating to safeguarding practices documented and carried out for all activities?

YES PARTLY NO UNSURE N/A

Other considerations/action points:

Standard 3 - Responding to complaints or concerns

Church entities have clear procedures and practices to respond to and manage concerns, allegations and complaints.

3.1.1 Is there a plan setting out the process for managing concerns or complaints that ensures fairness through all the processes of complaint or concern management?

YES PARTLY NO UNSURE N/A

3.1.2 Is there an identified, trained person or group available whose role is to handle complaints or concerns?

YES PARTLY NO UNSURE N/A

3.2.1 Do procedures clearly and positively encourage the raising of concerns regarding the safety of children, young persons and vulnerable adults

YES PARTLY NO UNSURE N/A

3.2.2 Are all volunteers and employees aware of how to manage appropriately any information passed or disclosed to them regarding complaints or concerns of abuse or harm?

YES PARTLY NO UNSURE N/A

3.3 Do written procedures ensure that all claims of sexual abuse or misconduct involving members of the clergy or religious orders are referred to the National Office for Professional Standards without delay?

YES PARTLY NO UNSURE N/A

3.4.1 Is there a clearly stated process for managing all other complaints or concerns?

YES PARTLY NO UNSURE N/A

3.4.2 Are complaints managed in a timely manner and in a way that is considerate of the needs of all parties involved?

YES PARTLY NO UNSURE N/A

3.4.3 Are regular checks carried out to ensure that all complaints or concerns are handled in an appropriate and compassionate manner for all involved?

YES PARTLY NO UNSURE N/A

3.5 Is pastoral support provided for all those involved as necessary: complainant, respondent, family and community?

YES PARTLY NO UNSURE N/A

3.6 Does consultation take place with local iwi to ensure that appropriate pastoral support is put in place where needed?

YES PARTLY NO UNSURE N/A

3.7.1 Is all information (phone calls, emails, written notes, etc.) regarding concerns or complaints managed appropriately in accordance with the Privacy Act 2020?

YES PARTLY NO UNSURE N/A

3.7.2 Is all documentation relating to complaints or concerns stored securely?

YES PARTLY NO UNSURE N/A

Other considerations/action points:

Standard 4 - Monitoring compliance

Church entities provide assurance of compliance with the standards.

4.1 Is there a plan for monitoring compliance with the Safeguarding Culture Standards?

YES PARTLY NO UNSURE N/A

4.2 Is a regular review and evaluation of safeguarding practices carried out and recorded at least annually?

YES PARTLY NO UNSURE N/A

4.3.1 Are issues or questions that arise regarding compliance responded to, within realistic timeframes, so that positive outcomes are achieved?

YES PARTLY NO UNSURE N/A

4.3.2 Do safeguarding considerations regularly appear on board or committee agendas, or are reported to the entity in accordance with its own designated reporting requirements?

YES PARTLY NO UNSURE N/A

4.4 Is a person/group identified to ensure that both internal review and external review (by the National Office for Professional Standards) outcomes are actioned?

YES PARTLY NO UNSURE N/A

Other considerations/action points:

Standard 5 - Formation and training

Church entities provide training and support for personnel in all aspects of safeguarding relevant to their role.

5.1 Is there a plan setting out expected safeguarding training requirements for employees and volunteers?

YES PARTLY NO UNSURE N/A

5.2.1 Do induction processes for all personnel include specific safeguarding expectations?

YES PARTLY NO UNSURE N/A

5.2.2 Are the requirements of volunteers' and paid employees' roles made clear, including the extent and limitation of accompanying responsibility?

YES PARTLY NO UNSURE N/A

5.2.3 Are all volunteers required to sign a volunteer agreement?

YES PARTLY NO UNSURE N/A

5.2.4 Are expectations of behaviour and safeguarding practices clearly relayed to all volunteers and paid employees?

YES PARTLY NO UNSURE N/A

5.3 Are safeguarding trainings that are approved by the National Office for Professional Standards held for all identified volunteers and employees?

YES PARTLY NO UNSURE N/A

5.4.1 Are records kept of all trainings completed with attendees' details, and renewals followed-up?

YES PARTLY NO UNSURE N/A

5.4.2 Is appropriate support and supervision provided for volunteers and employees who are responsible for safeguarding matters?

YES PARTLY NO UNSURE N/A

Other considerations/action points: