

Tarrawarra
Abbey

CHILD SAFEGUARDING POLICY

2ND EDITION

**This Child Safeguarding Policy
was amended and approved on 8 January 2020.**

Steele Hartmann.

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Abbot of Tarrawarra Abbey

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1. LEADERSHIP

- 1.1 Tarrawarra Abbey is a monastery of the Cistercian Order of the Strict Observance (Cistercians).
- 1.2 The Abbot appoints a Safeguarding Co-ordinator. The Safeguarding Co-ordinator is responsible for reporting to the Abbot about the monastery's child safe performance.
- 1.3 The Safeguarding Committee comprises of the Abbot, the Prior, the Sub-Prior and the Safeguarding Co-ordinator. The committee meets regularly.
- 1.4 The Safeguarding Co-ordinator facilitates the implementation of this policy.

2. COMMITMENT

- 2.1 This policy emphasises the total commitment of all the monks, staff members and volunteers to safeguarding practices for the protection of children. By definition, a child is a person under eighteen years of age.
- 2.2 We take zero-tolerance approach to child abuse by:
 - Promoting child safeguarding regularly.
 - Emphasising that child safeguarding is everyone's responsibility.
 - Actively monitoring safeguarding compliance and risk management.
- 2.3 We adopt the *National Catholic Safeguarding Standards* from the *Catholic Professional Standards Ltd*. We fall under *Category Two (Contact with Children)*. For a summary on the safeguarding standards, please refer to Appendix A.
- 2.4 All the monks, staff members and volunteers receive a copy of this policy. The latest and updated safeguarding policies can be downloaded from our *Online Document System* with individual login and password.

- 2.5 A *Child Safeguarding Commitment Statement* (see Appendix B) is displayed at the entrances to the church and in the guesthouse. It is also available on the website of the monastery.

3. PROVIDING A SAFE ENVIRONMENT TO CHILDREN

- 3.1 We aim to provide a safe, open, visible and enriching environment for children who visit the monastery.
- 3.2 The *Code of Conduct* on the expected behavioural standards and our responsibilities towards children is found in Appendix C. All the monks, staff members and volunteers must sign the *Code of Conduct*.
- 3.3 Children who visit the monastery must always be accompanied by at least one adult, for example, parents or teachers.
- 3.4 These are some situations where children are present in the monastery:
- Attendance at Masses and Liturgy of the Hours.
 - School groups such as Confirmation and Religious Education classes.
 - Children of visiting family members, friends, guests or visitors.
- 3.5 For school groups, we require a letter of introduction from the principal of the school before the visit to the monastery. The letter must indicate the names of the teachers and their *Victorian Institute of Teaching* (VIT) numbers. Other accompanying adults are required to provide their *Working with Children Check* (WWCC) numbers.
- 3.6 If we are aware that a person attending our services and/or activities is the subject of substantiated complaint of child abuse or has been convicted of an offence relating to child sexual abuse, the Safeguarding Committee will implement a risk management process for assessing and managing risks posed to children by the person's inclusion or ongoing involvement in the services or activities. This process is not meant to isolate or discriminate against any individual but to set in place protective boundaries for the safety of all, especially children.

4. COMPLAINT MANAGEMENT

- 4.1 We have professional and moral obligations to report an incident when we know a child is experiencing or is at the risk of experiencing abuse or form a suspicion of abuse or receiving a disclosure of abuse from another person.
- 4.2 An easily understood safeguarding posters for children are publicly displayed.
- 4.3 For more information, please refer to Appendix D – *Child Safety Complaint Handling Policy*.

5. RISK MANAGEMENT

- 5.1 The Safeguarding Co-ordinator carries out regular risk management process to prevent, identify and mitigate actual and potential risks relating to children.
- 5.2 For more information, please refer to Appendix E – *Risk Management for Child Safety*.

6. SAFE USE OF TECHNOLOGY

- 6.1 Great attentiveness is required in our use of technologies so that our Christian values and our monastic way of life are not affected.
- 6.2 For more information, please refer to Appendix F – *Safe Use of Technology Policy*.

7. WORKING WITH CHILDREN CHECK

- 7.1 *Working With Children Check* (WWCC) is a statutory screening requirement for people who work or volunteer in child-related work.
- 7.2 All the monks, staff members and volunteers are required to have a current WWCC.

- 7.3 The Safeguarding Co-ordinator keeps records and monitors the status of the WWCC of all the monks, staff members and volunteers.
- 7.4 *Working with Children Check* needs to be renewed one month prior to expiration. The Safeguarding Co-ordinator assists the person concerned.

8. AUSTRALIAN CATHOLIC MINISTRY REGISTER

- 8.1 *Australian Catholic Ministry Register* (ACMR) is an online system for a Church Authority to verify that a priest or religious coming to exercise ministry in a new jurisdiction is currently in good standing. A ministry includes celebrating or concelebrating mass, serving at mass and giving a lecture or retreat.
- 8.2 Monks who are priests (including those in formation who are priests) and solemnly professed monks must register themselves with the ACMR.
- 8.3 When a monk exercised a ministry outside of the Archdiocese of Melbourne, he is obliged to provide the ACMR number and a copy of his WWCC to the organiser. Once the approval is given in writing, a copy is to be given to the Safeguarding Co-ordinator. Sometimes within the Archdiocese of Melbourne, providing the ACMR number and a copy of the WWCC are also required.
- 8.4 We require bishops and priests who wish to celebrate or concelebrate at our masses to provide their ACMR numbers and the equivalent WWCC to us. A register is kept in the sacristy.
- 8.5 Priests from overseas are required to present a *Letter of Introduction (celebret)* from their bishops or superiors which declares that they are in good standing before coming to Australia. A register is kept in the sacristy.

9. INFORMATION SHARING AND RECORD KEEPING

- 9.1 Any complaint relating to child safety, must be recorded accurately and detailing the incident, complaint, response and decision.
- 9.2 We may need to disclose some personal information to external regulatory bodies in accordance with statutory requirements.
- 9.3 For more information, please refer to Appendix G – *Information Sharing and Record Keeping Policy*.

10. HUMAN RESOURCE MANAGEMENT

- 10.1 Recruitment including advertising, interview questions, and referee checks of new staff members must emphasise child safeguarding. For more information, please refer to Appendix H – *Recruitment Policy*.
- 10.2 Occasionally, we will engage volunteers to perform a certain task for us. For more information, please refer to Appendix I – *Volunteer Policy*.
- 10.3 New staff member and volunteer must receive induction on child safeguarding policies and procedures before starting work.
- 10.4 All staff members must do police checks every three years.
- 10.5 The supervision and monitoring of movement of third-party contractors are found in Appendix J – *Supervision of Third-Party Contractors Policy*.

11. MONKS IN FORMATION

- 11.1 New candidates are required to undergo psychological testing. The screening process includes a psychosexual assessment. Further psychological and psychosexual evaluations may be required before first profession, solemn profession and ordination.

11.2 Formation courses include the understanding of all safeguarding and professional standards policies and relevant topics on human sexuality.

11.3 Newly ordained monks and newly solemnly professed monks are supported with a suitable mentor for at least five years.

12. PROFESSIONAL SUPERVISION

12.1 Monks who are involved in the formation of new members or giving spiritual direction or who are priests in active ministry are required to attend a minimum of six hours of professional supervision per year.

12.2 The Safeguarding Co-ordinator keeps records of the professional supervision sessions of those involved.

13. ONGOING EDUCATION AND TRAINING

13.1 Annual child safeguarding seminar or refresher training is held for all the monks, staff members and volunteers

13.2 All the members of the Safeguarding Committee must participate in the *CPSL Introductory Safeguarding Training*.

13.3 The Safeguarding Co-ordinator keeps records of ongoing training and professional development of all the monks, staff members and volunteers.

14. CONTINUOUS IMPROVEMENT

14.1 We regularly review and improve our child safeguarding practices. The *Safeguarding Implementation Plan* in Appendix J outlines the tasks to improve the current child safeguarding practices. It is regularly reviewed and updated by the Safeguarding Committee.

- 14.2 This policy and all other relevant safeguarding practices are reviewed and updated yearly by the Safeguarding Committee. For more information, please refer to Appendix K – *Schedule to Review Safeguarding Policies and Documents*.
- 14.3 We encourage regular discussion and feedback from the monks, staff members and volunteers on their understanding and the practical implementation of the safeguarding policies and procedures.

APPENDIX A

NATIONAL CATHOLIC SAFEGUARDING STANDARDS



The National Catholic Safeguarding Standards (Edition 1, 2019) comprise 10 Standards, providing the framework for Catholic Church entities to build child-safe cultures and to advance the safety of children and vulnerable adults across the Catholic Church in Australia.

The first phase of implementation of the Standards focuses on safeguarding practices for the protection of children, taking into account the guidance of the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Principles for Child Safe Organisations (COAG, 2019).

For more information and support go to www.cpsltd.org.au



1. Committed leadership, governance and culture

Child safeguarding is embedded in the entity's leadership, governance and culture.



2. Children are safe, informed and participate

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



3. Partnering with families, carers and communities

Families, carers and communities are informed and involved in promoting child safeguarding.



4. Equity is promoted and diversity is respected

Equity is upheld and diverse needs respected in policy and practice.



5. Robust human resource management

People working with children are suitable and supported to reflect child safeguarding values in practice.



6. Effective complaints management

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



7. Ongoing education and training

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



8. Safe physical and online environments

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



9. Continuous Improvement

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



10. Policies and procedures support child safety

Policies and procedures document how the entity is safe for children

APPENDIX B

CHILD SAFEGUARDING COMMITMENT STATEMENT

Tarrawarra Abbey of the Cistercian Order of the Strict Observance (Cistercians) is actively committed to child safeguarding.

All the monks, staff members and volunteers who come into contact or work with children seek to uphold the dignity of all children and commits to establishing safe and supportive relationships.

We have documented policies and procedures to prevent risks to children and build a strong culture of safeguarding and professional boundaries. We are expected to follow these policies and procedures and contribute to the ethos of care and protection of all children.

When we receive information about a suspicion, concern, knowledge or allegation of current or past abuse of a child involving someone from Tarrawarra Abbey, we will respond to it respectfully, actively and in a timely manner, in line with our Complaint Handling Policy.

We regularly undertake internal and external auditing of our safeguarding policies and practices to make sure that they always support a culture and practice that puts the safety of children at the centre of our thinking and action.

For more information or to raise a concern, please contact the Safeguarding Co-ordinator (Email: admin@cistercian.org.au)

APPENDIX C

CODE OF CONDUCT

PURPOSE

This *Code of Conduct* clarifies and confirms the child safeguarding standards of behaviour and professional boundaries that are expected of monks, staff members and volunteers of Tarrawarra Abbey.

We are committed to creating and maintaining a supportive and caring environment which promotes the safety and inclusiveness of all children, including Aboriginal and Torres Strait Islander children, those with culturally and/or linguistically diverse backgrounds and children with a disability and/or particular vulnerabilities.

RESPONSIBILITIES

As monks, staff members, and volunteers, we have the responsibilities to:

1. Act lawfully and comply with all legislative requirements.
2. Maintain clear boundaries about appropriate behaviour with children.
3. Treat everyone with respect.
4. Protect the safety and wellbeing of children with whom we come into contact.
5. Report suspected child abuse or neglect to the Abbot or the Safeguarding Co-ordinator.
6. Raise any concerns, issues and problems about child safety with the Safeguarding Co-ordinator.
7. Refrain from accepting the offer of communication from children through any form of electronic communication, including social media.
8. Use internet in an ethically appropriate manner.
9. Ensure that another adult is present or close by when providing pastoral ministry to children.
10. (*For Priests*) Hear confession for children in an open space and within the clear line of sight of another adult.

UNACCEPTABLE BEHAVIOURS

The following are unacceptable behaviours towards children:

1. Any form of abusive, harmful, discriminatory, prejudiced or intimidating behaviour or language about any of the following is not acceptable: race, culture, age, gender, disability, physical development, religion or sexuality.
2. Ridiculing, demeaning, intimidating or threatening statements.
3. Sexually suggestive comments or jokes.
4. Inappropriate physical contact that may be construed as sexual, for example, tickling games, wrestling or allowing children to sit on a lap.
5. Developing any special relationships with children that could be seen as favouritism or grooming, for example, the offering of gifts or special treatment for specific children.
6. Taking photos or videos of children without the consent of the parents or guardians.
7. Work with children while under the influence of alcohol or illegal/legal drugs that are reasonably likely to impair judgement.

EXCEPTIONAL CIRCUMSTANCES

1. It is understood that in exceptional circumstances, such as an emergency, a departure from the principles set out in all our policies may be necessary or unavoidable.
2. Any deviation to ensure the immediate safety of a child, must be reported to the Abbot or the Safeguarding Co-ordinator as soon as possible.

BREACH OF CONDUCT

1. Monks, staff members and volunteers are accountable for their own conduct.
2. Any breach of the *Code of Conduct* should be referred to the Abbot or the Safeguarding Co-ordinator immediately for further action.
3. A breach of the *Code of Conduct* is a disciplinary matter which may result in formal warning, suspension or termination in accordance with industrial processes or in the case of a monk, disciplinary action according to the *Constitutions and Statutes of the Cistercian Order of the Strict Observance* and Church processes.

APPENDIX D

CHILD SAFETY COMPLAINT HANDLING POLICY

1. PURPOSE

- 1.1 This policy guides us on how to receive, record, manage, resolve and report on low-level incidents and child sexual abuse complaints.
- 1.2 It is intended to ensure that we handle child abuse complaints in an organised way when responding to, recording and reporting complaints.

2. SCOPE

- 2.1 This policy applies to all monks, staff members and volunteers receiving or managing child abuse complaints from the public.

3. GUIDING PRINCIPLES

- 3.1 We have professional and moral obligations to report an incident when we know a child is experiencing or is at the risk of experiencing abuse or form a suspicion of abuse or receiving a disclosure of abuse from another person.
- 3.2 Abuse of children takes many forms such as sexual offences, grooming offences, physical violence, serious emotional or psychological harm and serious neglect. All incidents of abuse are seen as damaging to children. The perpetrator may be an adult or even another child.
- 3.3 There are legal obligations on all adults to report child abuse to police once a reasonable belief is formed that a sexual offence has been committed against a child. Failure to disclose a sexual offence against a child is a criminal offence under *Crimes Amendment (Protection of Children) Act 2014*.
- 3.4 Communication with children under 16 years of age by monks, staff members and volunteers to prepare or 'groom' a child for future sexual activity is a criminal offence under the *Crimes Amendment (Grooming) Act 2014* and must be reported to the police.

4. HANDLING DISCLOSURE

The following are some helpful steps when handling disclosure.

- 4.1 A disclosure happens when you have reasonable grounds to suspect harm:
- If a child tells you directly that they have been harmed.
 - If a child tells you indirectly (for example, writing about abuse in journal, drawing pictures of inappropriate touching or play-acting abuse scenarios).
 - If someone else tells you (for example, another child, parent or colleague) that harm has occurred or is likely to occur.
 - If a child tells you they know someone who has been harmed.
 - If you are concerned at significant changes in behaviours of a child, or the presence of new, unexplained and suspicious injuries.
 - If you see harm happening.
- 4.2 If a child discloses or complaints to you about abuse by someone else:
- Ask another adult to be with you.
 - Listen to the child and let the child speak freely.
 - Do not ask questions other than to clarify your understanding. If you must ask a question, make sure it is open-ended (for example, what, when, who, where).
 - Explain that you cannot keep it a secret.
 - Let the child know what you are going to do next, including who you will need to share the information with.
 - Reassure the child that they have done the right thing by telling you;
- 4.3 Some helpful responses:
- Thank you for telling me.
 - You were brave to tell.
 - Do you want to tell me anything else?
 - I will talk to [name] who will know what to do next.

- 4.4 Avoid these responses:
- That is shocking.
 - That cannot be true.
 - Are you sure?
 - Why did you let that happen?
- 4.5 After the meeting, record everything that was said, including date and time of the conversation and details of any incidents disclosed. Avoid doing this in front of the child or young person.
- 4.6 Speak to the Abbot and/or the Safeguarding Co-ordinator.

5. COMPLAINT MANAGEMENT FOR ABUSE CASES

- 5.1 A complaint of child sexual abuse will either be initiated by a child directly or initiated by an adult on behalf of the child.
- 5.2 The disclosure of a current abuse of a child, a historic complaint, reasonable grounds for suspecting incident of abuse or where there is a breach of the *Code of Conduct* is taken seriously and will be responded promptly, respectfully and thoroughly.
- 5.3 A complaint may be received in person, by letter, by email or by telephone call.
- 5.4 Please direct all complaints either to the Abbot or the Safeguarding Co-ordinator.
- 5.5 The Abbot and Safeguarding Co-ordinator will initiate risk management process and clarify the nature of the complaint.
- 5.6 The Abbot will suspend the alleged perpetrator (monk, staff member or volunteer) from ministry or work while the complaint is investigated.
- 5.7 The Abbot and Safeguarding Co-ordinator will decide, in accordance with legal requirements and duty of care, whether the matter should be reported to the police.

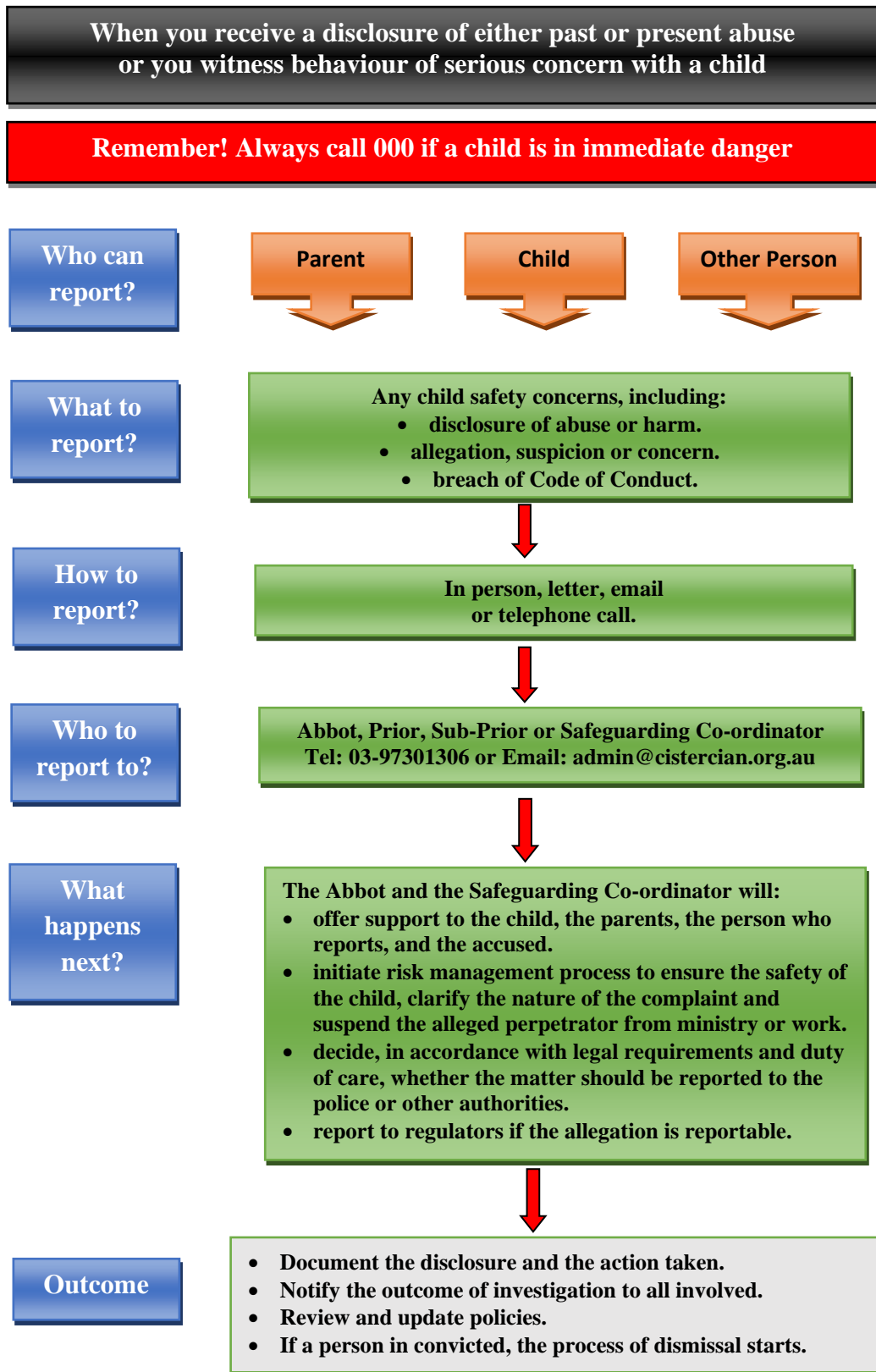
- 5.8 The Abbot will report to the *Commission for Children and Young People* if the allegation is reportable. In Victoria, the following offences committed against, with or in the presence of a child are reportable: a sexual offence, a sexual misconduct, a physical violence, any behaviour that causes significant emotional or psychological harm to a child or significant neglect of a child.
- 5.9 If the Abbot himself is the subject of a complaint, then the Prior will act as per above after informing the Father Immediate (Abbot of the mother house) and the Abbot's council members.
- 5.10 Comprehensive notes relating to incidents, disclosures and allegations of child abuse are kept in the *Abuse Cases Complaint Register* by the Safeguarding Co-ordinator. All information must be stored, protected and retained for fifty years.
- 5.11 The Safeguarding Co-ordinator will update the *Risk Management Register* accordingly by identifying the risk, analysing it, recording steps to reduce that risk and monitoring it in the future.
- 5.12 The Abbot and Safeguarding Co-ordinator will provide information, support and care to the child, the parents, the person who reports and the accused.
- 5.13 If a monk is convicted of an offence relating to child sexual abuse, he should be permanently removed from ministry. The Abbot would then present a case to the relevant dicastery for dismissal from the clerical state and/or dispensation from vows.
- 5.14 If a staff member or volunteer is convicted of an offence relating to child sexual abuse, the person should be dismissed from work or duty.

6. COMPLAINT MANAGEMENT FOR LOW-LEVEL INCIDENTS

- 6.1 A complaint of low-level incident will either be initiated by a child directly or initiated by an adult on behalf of the child. Examples of low-level incidents are inappropriate verbal statements, comments or jokes, inappropriate physical contact that may not be sexual, and taking photos or videos of children without the consent of the parents or guardians.

- 6.2 The disclosure of a low-level incident against a monk, staff member or volunteer is taken seriously and will be responded promptly, respectfully and thoroughly.
- 6.3 A complaint may be received in person, by letter, by email or by telephone call.
- 6.4 Please direct all complaints either to the Abbot or the Safeguarding Co-ordinator.
- 6.5 Having established that the concern is low-level incident, the Abbot will discuss it with the person who raised it and the person whom the complaint was directed. Most low-level incidents are likely to be minor and will be dealt with by means of guidance and training.
- 6.6 A record will be kept in the *Low-Level Complaint Register*.

7. CHILD SAFETY COMPLAINT HANDLING FLOWCHART



8. SAFEGUARDING POSTER FOR CHILDREN



APPENDIX E

RISK MANAGEMENT FOR CHILD SAFETY

1. PURPOSE

- 1.1 The purpose of risk management for child safety is to identify actual and potential risks relating to child safe environment.
- 1.2 We review all identified physical and online risks and rate each of those risks according to impact and probability and to consider how each risk can be mitigated.
- 1.3 Risks can emanate from either internal or external sources and while it is impossible to create a totally risk-free environment, we hope all the monks, staff members and volunteers are clear about their part in identifying, accessing and managing risks.
- 1.4 All children under eighteen years of age must always be accompanied by an external adult, for example, a parent, a teacher or a carer.
- 1.5 The Safeguarding Co-ordinator oversees the risk management exercise in consultation with the monks, staff members and volunteers.
- 1.6 The Safeguarding Committee will review the Risk Management Register quarterly.

2. DEFINITIONS

Identified Risk	The identification of something that may happen which will have a negative impact upon the Abbey. It is measured in terms of consequence and likelihood.
Likelihood	A qualitative description for probability or frequency.
Consequence	The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.
Mitigation Strategies	Identification of appropriate options for dealing with risk. Mitigation strategies may involve one or more of the following: avoid the risk, reduce the likelihood of occurrence, reduce the impact of occurrence, transfer the risk, and retain/accept the risk.

3. CALCULATING RISK

3.1 Risk level is a product of two variables: consequence and likelihood, defined as follows:

Consequence	Description
Negligible	The Abbey would not encounter any significant implications. Public perception of the Abbey would remain intact.
Minor	Some implications for a specific area of the Abbey but would not affect the ability to function. Public perceptions of the Abbey would alter slightly but no significant damage or disruption occurs.
Medium	Operational performance of the Abbey as a whole would be compromised to the extent that revised planning would be required to overcome difficulties experienced by a specific area of the Abbey's activities. Considerable adverse public reaction would result in some damage to the Abbey's reputation.
Very high	Operational performance of a specific area of the Abbey would be severely affected with the Abbey unable to meet a major portion of its obligations and liabilities or undertake its key activities. Public reaction would result in major disruption.
Extreme	Operational performance would be compromised to the extent that the Abbey would be unable to conduct its core activities. Major adverse repercussions would affect the public standing of the Abbey.

Likelihood	Description
Rare	May occur only in exceptional circumstances.
Unlikely	Could occur at some time.
Possible	Might occur at some time.
Likely	Will probably occur in most circumstances.
Almost certain	Is expected to occur in most circumstances.

3.2 By cross-tabulating consequence and likelihood we derive the following risk ratings.

Likelihood	Consequence				
	Negligible	Minor	Medium	Very High	Extreme
Almost Certain	Medium	High	High	Very High	Very High
Likely	Medium	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

4. RISK MANAGEMENT REGISTER

No.	Identified Risk	Risk Level	Consequence	Likelihood	Mitigation Strategies
1.	Confessions of children in the confessional.	Medium	Medium	Possible	<p>Priests who hear confessions of children must be conducted in an open or visible space and within the clear line of sight of another adult.</p> <p>Do not use the existing confessional until it is renovated.</p>

No.	Identified Risk	Risk Level	Consequence	Likelihood	Mitigation Strategies
2.	Visiting school groups, for example, Confirmation students and RE students.	Medium	Medium	Possible	<p>Students must always be accompanied by a teacher.</p> <p>Guestmaster must inform the groups about the danger of the electric fences, and the enclosure of the monastery which is not open to the public.</p>
3.	Other visiting groups that may have the presence of children.	Medium	Medium	Possible	<p>Children must always be accompanied by an adult.</p> <p>Guestmaster must inform the groups about the danger of the electric fences, and the enclosure of the monastery which is not open to the public.</p>
4.	Family with children staying in the cottage.	Medium	Medium	Possible	<p>Parents must ensure that their children do not wander without adult supervision.</p> <p>Guestmaster must inform the groups about the danger of the electric fences, and the enclosure of the monastery which is not open to the public.</p>

No.	Identified Risk	Risk Level	Consequence	Likelihood	Mitigation Strategies
5.	Guests who stay in the guesthouse.	High	Very High	Possible	<p>Guesthouse Information Sheet must mention that the monastery is a child safe environment.</p> <p>A poster to encourage all adult visitors and guests to commit to child safeguarding.</p> <p>The insistence that all children on visit with parents must always be accompanied.</p>
6.	Children in the guesthouse and in the Dom Kevin Room.	High	Very High	Possible	<p>Children on visit with parents must always be accompanied.</p> <p>Children are not allowed to stay in the guesthouse even if they are accompanied by a parent or an adult.</p>
7.	The presence of children at Masses and Liturgy of the Hours.	Medium	Medium	Possible	<p>Parents must ensure that their children do not wander without adult supervision.</p> <p>Children are not allowed to sit in the choir stalls during the Liturgy of the Hours.</p>

No.	Identified Risk	Risk Level	Consequence	Likelihood	Mitigation Strategies
8.	Adults taking children for walks.	Medium	Medium	Possible	<p>The Guestmaster must inform the adults about the physical environment of the property, for examples, the presence of machinery on the farm, the cattle, the danger of electric fences, the danger of swimming in the river, and the enclosure of the monastery which is not open to the public.</p> <p>Visitors walking beyond the Farm Office need to sign-in and sign-out in the Visitors Book outside the Farm Office.</p> <p>Parents must ensure that their children do not wander without adult supervision.</p>
9.	Communicating with children on social media.	High	Very High	Possible	<p>Monks, staff members and volunteers are not allowed to communicate with children.</p>

No.	Identified Risk	Risk Level	Consequence	Likelihood	Mitigation Strategies
10.	Presence of persons of concern or known offenders at our services and/or activities.	High	Very High	Possible	<p>Persons of concern or known offenders must be monitored closely.</p> <p>A poster to encourage all adult visitors and guests to commit to child safeguarding.</p> <p>The insistence that all children on visit with parents must always be accompanied.</p>

APPENDIX F

SAFE USE OF TECHNOLOGY POLICY

1. PURPOSE

- 1.1 The aim of this policy is to ensure that technologies are always used responsibly.

2. SCOPE

- 2.1 This policy applies to all the monks of Tarrawarra Abbey. Our internet connection is not offered to staff members, volunteers, visitors and guests.

3. ISSUES

- 3.1 New technologies offer tremendous opportunities to communicate and to engage with those involved in the Church. The internet, mobile phone, social networking and other interactive services have transformed the way in which we live. They also present us with great possibilities in the areas of study, communications and work, and with creative ways to bear witness to monastic life, to God's beauty, and to the joy of the Gospel.
- 3.2 Along with the many benefits of modern communication technologies, there are risks. The anonymity and sense of distance inherent in online communication can make it easier for people to say things they would perhaps not say in the presence of another person, and to feel less remorseful about online harm caused.
- 3.3 The online world makes it easier to engage in criminal offences and abuse. It enables easy creation of, access to, use and dissemination of pornographic and abusive images and videos, easy access to children and adults who are vulnerable for the purposes of grooming, ease of presenting as someone else and greater potential for online bullying and abuse.
- 3.4 Monks are not immune to the addictive elements of technologies: surfing the net, idle entertainment and pornography. It is necessary for us to cultivate a mature and responsible use of them.

4. GUIDING PRINCIPLES

- 4.1 Separation from the world is an important principle of our monastic life.
- “Those who prefer nothing to the love of Christ makes themselves strangers to the actions of the world” (Constitution 29).
 - “The necessary discretion is to be maintained in the use of the means of social communication, namely radio, television and the telephone. These can be permitted only if the character of the contemplative life is safeguarded” (Constitution 29.2/m).
- 4.2 Vigilance is required in our use of technologies so that our Christian principles and our monastic consecration are not violated.

5. PRACTICAL ISSUES

- 5.1 Our internet router is connected to the Archdiocese of Melbourne’s server. The internet traffic filtering and monitoring will be implemented in 2020.
- 5.2 In the interim, all computers and laptops in the monastery will be monitored through a filtering software [www.qustodio.com].
- 5.3 The use of technologies is discouraged during the time of the Great Silence. It should also not interfere with the times of lectio, prayer and work.
- 5.4 The use of telephones, mobiles, and radios that might disturb the peace and quiet of other monks in our accommodation units is discouraged. It should be confined to places dedicated to that purpose.
- 5.5 The use of technologies may vary according to one’s stage in monastic life, and to the service rendered to and on behalf of the community.
- 5.6 The use of emails or websites should not generate materials that may constitute sexual harassment, racial discrimination, issues that are inconsistent with the teachings of the Church, or any other unlawful activities.

- 5.7 Visiting pornographic websites is strongly prohibited. If someone should accidentally access a pornographic website, they are to exit the website immediately and report the occurrence to the Abbot.
- 5.8 Knowingly downloading, storing and transmitting pornographic material and messages are also strongly prohibited.

APPENDIX G

INFORMATION SHARING AND RECORD KEEPING POLICY

1. PURPOSE AND SCOPE

- 1.1 The Privacy Act 1988 regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information.
- 1.2 We collect and hold personal information such as name, contact details and other records that are relevant to a particular person, for example, in the case of retention of personal information for employment.

2. USE AND DISCLOSURE OF INFORMATION

- 2.1 We will normally use or disclose personal information only for the purposes that it was given to us.
- 2.2 We may need to disclose some personal information to external regulatory bodies or other professional advisors that are involved with our life.
- 2.3 We will not disclose personal information to a third party unless for the following situations:
 - The person has consented.
 - It is required by law.
 - It would lessen or prevent a serious or imminent threat to somebody's life, public health or safety.
 - It is necessary information for the enforcement of law.
 - It would necessary to assist in locating a missing person.

3. RETENTION OF INFORMATION

- 3.1 Any files relating to a complaint, active or closed, will be held for at least fifty years and in accordance with any record keeping requirements by law. All files are retained in a secure manner with access restricted to the Abbot and the Safeguarding Co-ordinator.

- 3.2 Records relating to all screening information (for example, *Working With Children Check* and *National Police Record Check*) are to be retained for at least fifty years.
- 3.2 Records will adhere to the principles of good record keeping:
- Ensuring records are accurate, complete and adequately detail 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.
 - Sharing or distribution of information and/or records is restricted to nominated person and is conducted in accordance with relevant legislative and statutory requirements.
 - Individuals' rights to access, amend or annotate records about themselves are recognised to the fullest extent.

4. **PRIVACY AND CONFIDENTIALITY**

- 4.1 We will ensure that only information that is necessary for our Order, employment and business purposes is collected and that this information will only be accessible by persons who are specifically authorised to access the information.
- 4.2 We have the obligation to ensure that information held is accurate, complete and current.

APPENDIX H

RECRUITMENT POLICY

1. PURPOSE

- 1.1 This policy outlines the process of recruiting new staff members.
- 1.2 Child safety must be a key focus in the selection and employment process for new staff members.

2. SCOPE

- 2.1 This policy applies to the Bursar and Safeguarding Co-ordinator.

3. COMMITMENT

- 3.1 The Bursar is responsible for:
 - Ensuring that staff members are committed to child safeguarding.
 - Ensuring that staff members do not work directly with children.
 - Ensuring that staff members are protected and not exploited.
 - Ensuring that staff members are provided with healthy and safe working environments.
 - Ensuring that staff members understand their role and responsibilities.
- 3.2 The Safeguarding Co-ordinator ensures that all staff members comply the following requirements:
 - The *Working With Children Check* is valid.
 - The *National Police Record Check* is done every three years.
 - Attend the annual in-house safeguarding training.

4. RECRUITMENT PROCESS

No.	Process	Responsible Person
1.	Prepare job description.	Bursar
2.	Notify Human Resources of the Archdiocese of Melbourne about job vacancy.	Bursar
3.	Advertise position.	Human Resources
4.	Interview applicants.	Bursar
5.	Make selection decision.	Bursar
6.	Inform Human Resources if there is a successful applicant.	Bursar
7.	Conduct referee check.	Human Resources
8.	Supply the Employment Form and other relevant forms to the successful applicant.	Human Resources
9.	Ask the applicant to apply for a <i>Working With Children Check</i> and a <i>National Police Record Check</i> .	Bursar
10.	Finalise the Employment Agreement.	Human Resources
11.	Arrange induction.	Bursar

5. ADVERTISEMENT

5.1 The advertisement must mention Tarrawarra Abbey's commitment to child safety. The applicants are informed about the reference and background check such as *Working With Children Check* and the *National Police Record Check*.

5.2 Sample wording for use in advertising and recruitment processes:

"Tarrawarra Abbey is a child safe organisation, committed to the protection of children and has zero-tolerance of any abuse of children."

All successful applicants are required to undergo a National Police Record Check, retain a valid Working With Children Check, comply with our Child Safeguarding Policy and sign the Code of Conduct."

6. INTERVIEW QUESTIONS

- 6.1 The interview process is an important step in selecting the right person for a particular role and in identifying any person who may pose a risk to children.
- 6.2 Key areas to assess include:
- Understanding of professional boundaries.
 - Attitudes to children's rights and how they can be upheld.
 - Values of honesty, integrity, reliability, fairness and non-discrimination.
- 6.3 Sample interview questions regarding child safeguarding and professional standards:
- *In your previous work experience, did you work with children? What was most challenging about that work? What was most rewarding?*
 - *What elements contribute to a safe and caring environment for children?*
 - *How would you describe appropriate professional boundaries in the context of this role? How do you ensure you maintain those boundaries?*
 - *Have you ever faced an ethical dilemma in the workplace? If so, what was the issue and what did you do?*
 - *What action would you take if a child disclosed to you that they are feeling unsafe or threatened?*
 - *Have you ever been investigated for a workplace misconduct incident related to working with children?*
 - *Have you ever been charged or convicted of a child-related offence?*
- 6.4 Red flags in applications which should be clarified or further explored at interview:
- Gap in dates either in employment or residence.
 - Incorrect, conflicting, omitted or incomplete information.
 - Unstable work history, for example, frequent changes of employment or vague reasons for leaving past employment.
 - Over-qualified or moving to a lesser paying job.
 - Defensive, angry or evasive responses.
 - Patterns of gaining access to particular children.
 - Patterns or themes of problems with authority.

7. REFEREE CHECK

- 7.1 Referee checks can be used to confirm and verify information gathered from the application, resume, interview and to examine any inconsistencies.
- 7.2 The information obtained from referees provides insight into a candidate's strengths.
- 7.3 Sample questions for referee checking:
- *How long have you known [applicant's name] and in what capacity?*
 - *Please comment on his/her skills and qualities you believe would make him/her suitable to work at Tarrawarra Abbey that may have presence of children at times.*
 - *In your view and in relation to this role, what do you see as his/her strengths and weaknesses?*
 - *Can you comment on his/her reliability, accountability, trustworthiness, attitude towards children and relationships with colleagues?*
 - *As far as you are aware, has [applicant's name] ever experienced any issues (including health-related) which may affect his/her work in this role?*
 - *As far as you are aware, has he/she ever been charged with, or convicted of, a criminal offence?*
 - *To the best of your knowledge, is there any reason [applicant's name] would be considered unsuitable to work at Tarrawarra Abbey?*
- 7.4 Red flags to look for when doing referee checking:
- Reluctant referee.
 - Referees who do not know the applicant well.
 - Information that the referee will not provide.
 - Information that differs from the applicant's account.
 - When there are evasive responses.
 - Referees that would not re-hire the applicant.
 - Referees that cannot be contacted.
 - Referees that were not informed they would be contacted.
 - Inability of applicant to provide referees of both genders.

8. INDUCTION

- 8.1 Induction programme is conducted at the commencement of work for new staff members.
- 8.2 The Bursar and the Safeguarding Co-ordinator handles the induction programme and ensure that the inductees acknowledge completion of the induction. Records of attendance are maintained.
- 8.3 Topics for the Induction Programme
 - Tarrawarra Abbey – History and Monastic Life
 - Job Description
 - Child Safeguarding Policy
 - Code of Conduct
 - Child Safety Complaint Handling Policy
 - Risk Management for Child Safety
 - Safe Use of Technology Policy
 - Information Sharing and Record Keeping Policy

APPENDIX I

VOLUNTEER POLICY

1. PURPOSE

- 1.1 This policy outlines the steps in engaging a volunteer to perform a task at Tarrawarra Abbey.
- 1.2 For the purpose of this policy, a volunteer means a person who is not paid for his/her contribution to Tarrawarra Abbey.
- 1.3 Child safety must be a key focus in the selection and engagement process for new volunteers.

2. SCOPE

- 2.1 This policy applies to all volunteers of Tarrawarra Abbey.

3. COMMITMENT

- 3.1 The Abbot is responsible for:
 - Ensuring that volunteers are committed to child safeguarding.
 - Ensuring that volunteers do not work directly with children.
 - Ensuring that volunteers are protected and not exploited.
 - Ensuring that volunteers are provided with healthy and safe working environments.
 - Ensuring that volunteers understand their role and responsibilities.

4. ENGAGING A VOLUNTEER

- 4.1 The Abbot interviews the interested person who wants to be a volunteer at Tarrawarra Abbey. He assesses his/her suitability for a particular role by asking some of these questions:
 - *In your previous work or voluntary experience, did you work with children? What was most challenging about that work? What was most rewarding?*
 - *What elements contribute to a safe and caring environment for children?*

- *How would you describe appropriate professional boundaries in the context of this voluntary role? How do you ensure you maintain those boundaries?*
 - *Have you ever faced an ethical dilemma in the workplace? If so, what was the issue and what did you do?*
 - *What action would you take if a child disclosed to you that they are feeling unsafe or threatened?*
 - *Have you ever been investigated for a workplace misconduct incident related to working with children?*
 - *Have you ever been charged or convicted of a child-related offence?*
- 4.2 The Abbot issues a letter of appointment and ask the volunteer to acknowledge the terms and conditions.
- 4.3 The volunteer is required to have a valid *Working With Children Check*.
- 4.4 The duration of volunteering is one year and is subject to the Abbot's approval for an extension of another year.
- 4.5 The Safeguarding Co-ordinator keeps a *Register of Volunteer*.
- 4.6 There is no wage associated with the volunteering work and there is no employer/employee contractual relationship in the normal industrial sense. As such, the usual conditions and entitlements which apply in paid employment situations do not exist.

5. INDUCTION

- 5.1 New volunteer must undergo an induction programme before commencing a task. The Safeguarding Co-ordinator organises the induction and the following topics are covered:
- Tarrawarra Abbey – History and Monastic Life
 - Job Description
 - Child Safeguarding Policy
 - Code of Conduct
 - Child Safety Complaint Handling Policy
 - Risk Management for Child Safety
 - Safe Use of Technology Policy
 - Information Sharing and Record Keeping Policy

- 5.2 After the induction programme, the volunteer is required to acknowledge attendance.

6. ANNUAL SAFEGUARDING TRAINING

- 6.1 Volunteers are required to attend annual safeguarding training organised by Tarrawarra Abbey.

7. OBLIGATION TO INFORM

- 7.1 Volunteers are legally required to inform Tarrawarra Abbey if they have been charged with any criminal offences which may impact on their ability to perform in their role as a volunteer.

8. TERMINATION

- 8.1 Volunteers have the right to choose to end the association with Tarrawarra Abbey at any time by giving a week's notice.
- 8.2 The Abbot also has the right to choose to end the position of a volunteer at any time by giving a week's notice.

APPENDIX J

SUPERVISION OF THIRD-PARTY CONTRACTORS POLICY

1. PURPOSE

- 1.1 This policy outlines the steps in supervising and monitoring the movement of third-party contractors (Contractors) at Tarrawarra Abbey.

2. SCOPE

- 2.1 This policy applies to all Contractors that provide paid services or maintenance works at Tarrawarra Abbey, for example, electricians, plumbers, gardeners, cleaners, maintenance workers, farm contractors, and medical staff engaged by Mercy Health.
- 2.2 Contractors are not employees of Tarrawarra Abbey.

3. SUPERVISORS

- 3.1 The following persons are identified as “Supervisors” to the Contractors:
- Bursar
 - Maintenance Co-ordinator
 - Farm Manager
 - Infirmarian
- 3.2 The Supervisors must ensure that the Contractors sign-in and sign-out in the *Register of Attendance* (please see no. 4 below).
- 3.3 If the Contractor is a new person, the specified Supervisor is required to induct the person about the monastery, safety aspects of the work and place, and our commitment to child safeguarding. After the induction, the Supervisor must inform the Safeguarding Co-ordinator in writing about the induction.
- 3.4 The Supervisors must ensure the Contractors are supervised and work in the stipulated areas only.

4. REGISTER OF ATTENDANCE

- 4.1 Below is a sample of the *Register of Attendance* for the Contractors. They must sign-in prior to commencing work and sign-out at the end of work.

Date	Time In	Contractor's Name	Company	Abbey Contact Person (Supervisor)	Time Out

- 4.2 The *Register of Attendance* are located in the following places:
- Outside the Farm Office
 - In the foyer of the Guesthouse
 - In the foyer of the Infirmary
- 4.3 Delivery personnel (for example, PFD, Greenlands, laundry and courier companies) are not considered as Contractors and so, are exempted from registering in the *Register of Attendance*.

APPENDIX K

SAFEGUARDING IMPLEMENTATION PLAN

Date	
Reference	
Action	
Responsible Person	
Expected Completion Date	
Status	<p>Started on _____</p> <p>Completed on _____</p>
Comments	

APPENDIX L

SCHEDULE TO REVIEW SAFEGUARDING POLICIES AND DOCUMENTS

No.	Policy/Document	Launched Date	Review Date	Review Completed Date
1.	Child Safeguarding Policy	1 Nov 2019	1 Nov 2020	
2.	Code of Conduct	1 Nov 2019	1 Nov 2020	
3.	Child Safety Complaint Handling Policy	1 Nov 2019	1 Nov 2020	
4.	Risk Management for Child Safety	1 Nov 2019	1 Nov 2020	
5.	Safe Use of Technology Policy	1 Nov 2019	1 Nov 2020	
6.	Information Sharing and Record Keeping Policy	1 Nov 2019	1 Nov 2020	
7.	Recruitment Policy	1 Nov 2019	1 Nov 2020	
8.	Volunteer Policy	1 Nov 2019	1 Nov 2020	
9.	Safeguarding Courses	1 Nov 2019	1 Nov 2020	
10.	Induction Programmes	1 Nov 2019	1 Nov 2020	
11.	Supervision of Third-Party Contractors Policy	7 Jan 2020	1 Nov 2020	

APPENDIX M

SAFEGUARDING POSTER FOR PARENTS

