

SAFEGUARDING SELF-REVIEW TOOL

in the Catholic Church in Aotearoa New Zealand

The Catholic Church in Aotearoa New Zealand is clear about its intention to provide environments within all of its faith communities which ensure that the dignity of all people is respected and promoted, recognising that we are created in the image and likeness of God. Children and people at risk 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. (*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 adhered to in all Catholic entities so that a safe and nurturing environment exists for all.

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, undertaken annually, is a helpful process by which each entity within the family of the Catholic Church in Aotearoa New Zealand can identify the safeguarding strategies being implemented and the areas to be developed. This will also provide a basis for internal evaluation of the effectiveness of safeguarding practices, based on the **“Standards for Creating and Maintaining a Safeguarding Culture”**.

Following on from this, the National Office for Professional Standards (NOPS) is required to undertake regular external reviews of each entity’s safeguarding practice. The purpose of the review is to affirm the positive steps that are in place and to support and strengthen entities’ practices that require development.

Both the audit and external review will provide a constructive platform for evaluation of safeguarding practices, highlighting that which is working well and that which needs attention.

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.

For each of the following statements or questions, circle or highlight the relevant answer and add any further response in the space provided.

(N/A means 'not applicable')

Standard 1

Communicating the Church's Safeguarding Message

1.1 Is there a plan detailing how the Church's safeguarding message is communicated?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

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

YES NO UNSURE N/A

1.4 Are displayed safeguarding posters translated into languages other than English?

YES NO UNSURE N/A

1.5 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 NO UNSURE N/A

1.6 Are training schedules openly and actively promoted to your Church community?

YES NO UNSURE N/A

1.7 Have links been established with other local organisations to promote best safeguarding practice?

YES NO UNSURE N/A

Other considerations/action points:

Standard 2

Safe Practices

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

YES NO UNSURE N/A

2.2 Do all recruitment processes, for both volunteers and paid employees, reflect safeguarding recommendations?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

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

YES NO UNSURE N/A

2.5 Is a person nominated to manage vetting considerations?

YES NO UNSURE N/A

2.6 Are risk assessments relating to safeguarding practices carried out for all activities?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

2.8 Are clearly stated practices in place to manage concerns relating to unsafe or unethical behaviour?

YES NO UNSURE N/A

2.9 Does the use of physical space reflect best safe practice recommendations?

YES NO UNSURE N/A

2.10 Are safeguarding practices in place relating to the use of information technology, including social media by Church personnel, children and vulnerable adults?

YES NO UNSURE N/A

2.11 Where Church property is used by external groups, are the groups informed of the Church's safeguarding practices prior to use?

YES NO UNSURE N/A

Other considerations/action points:

Standard 3

Responding to complaints or concerns

3.1 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 NO UNSURE N/A

3.2 Is there an identified person within the entity whose role is to handle complaints or concerns of abuse or harm?

YES NO UNSURE N/A

3.3 Is there a clearly stated process for managing complaints or concerns of abuse or harm that align with safeguarding recommendations?

YES NO UNSURE N/A

3.4 Are regular checks carried out to ensure that all complaints or concerns raised regarding abuse or harm are handled in an appropriate and compassionate manner and that final outcomes are satisfactory to all involved?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

3.6 Is pastoral support provided for all those involved?

YES NO UNSURE N/A

3.7 Are all concerns or complaints recorded and managed appropriately?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

Other considerations/action points:

Standard 4

Monitoring compliance

4.1 Are regular reviews and evaluations of safeguarding practices carried out and recorded?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

4.3 Do safeguarding considerations regularly appear on board or committee agendas?

YES NO UNSURE N/A

4.4 Is a person/group identified to ensure that audit and external review outcomes are actioned?

YES NO UNSURE N/A

Other considerations/action points:

Standard 5

Formation and training

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

YES NO UNSURE N/A

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

YES NO UNSURE N/A

5.3 Are all volunteers required to sign a volunteer agreement?

YES NO UNSURE N/A

5.4 Are all paid employees required to sign an employment agreement?

YES NO UNSURE N/A

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

YES NO UNSURE N/A

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

YES NO UNSURE N/A

Other considerations/action points: