



CHECKLIST

Protecting children and vulnerable adults in our parish community

The following checklist provides general information to help the parish team and parish council establish a safe environment for children and vulnerable adults. This is not an exhaustive list. The individual circumstances in each parish may differ.

Parish name: _____

Completed by/Position: _____ Date completed: / /

| A. The parish team or parish council | Yes | No | N/A | If No, actions required | Date |
|--|--------------------------|--------------------------|--------------------------|-------------------------|--------------|
| 1. Is there a person responsible for overseeing protection of children and vulnerable adults issues within the parish community? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 2. Does this person receive appropriate training, including refresher training? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 3. In the absence of this person is there a nominated person to fill this role? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 4. Is the parish team/council aware of their general obligations relating to children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 5. Does the parish team/council ensure compliance with the relevant legislation relating to child protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 6. Does the parish have a system in place to ensure workers and volunteers have a current working with children and/or police check? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 7. Does this system record expiry dates and ensure checks are renewed prior to expiration? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 8. Does the parish have a code of conduct for workers and volunteers which complies with legislation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |
| 9. Do workers and volunteers sign a form indicating they have read and agree to abide by the code of conduct? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __ / __ / __ |

| | Yes | No | N/A | If No, actions required | Date |
|--|--------------------------|--------------------------|--------------------------|-------------------------|----------|
| 10. Is there a process in place to ensure new workers and volunteers have been provided with the code of conduct and read and signed the form? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 11. Does the code of conduct include guidelines on acceptable use of all forms of technology with vulnerable people, especially social media? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 12. Does the parish have a training program for workers and volunteers who participate in parish activities with children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 13. Does the training program comply with legislation? | | | | | |
| 14. Are there procedures in place to record who has completed training units or modules and when they participated in this training? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 15. Does the parish have a document storage and destruction policy which complies with the relevant legislation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 16. Is protection of children and vulnerable adults a standard agenda item at each parish team/council meeting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 17. Does the parish team/council keep the parish community informed about issues relating to protection of children and vulnerable adults and risk minimisation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| B. Does the parish have policies and procedures in place which address | | | | | |
| 1. How written consent is to be obtained from a parent and/or guardian of a child or vulnerable adult to participate in parish activities and recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 2. How written consent is to be obtained from a parent and/or guardian to take and use photographs/images of their child and recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 3. Ensuring all concerned are aware of how, where and for how long an image is to be used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 4. The transportation of vulnerable people to and from parish activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 5. The appropriate number, age and gender of adults required to supervise parish activities for children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 6. The appropriate response when a child or vulnerable adult becomes ill during a supervised parish activity? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 7. Compliance with emergency procedures during activities involving children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 8. Procedures for pastoral visits to children and vulnerable adults including specific requirements that a record is made of any visit and a minimum of two people (where practical) attend? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |

C. Risk assessment

| | Yes | No | N/A | If No, actions required | Date |
|--|--------------------------|--------------------------|--------------------------|-------------------------|----------|
| 1. Is there an individual or group within the parish responsible for overseeing risk management including risk assessments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 2. Does the parish have a standard risk assessment procedure for identifying, analysing and evaluating the risks associated with parish activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 3. Does the parish conduct a risk assessment for new and ongoing parish activities involving children and vulnerable adults prior to their commencement? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 4. Does the parish develop and implement a risk treatment plan, which sets out the measures it intends to put in place to modify, reduce or eliminate any risks identified by the risk assessment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 5. Is there a procedure in place for approving risk assessments and treatment plans prior to any activity involving children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 6. Is there a process in place to ensure risks are regularly monitored and reviewed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |

D. The parish property

| | | | | | |
|---|--------------------------|--------------------------|--------------------------|-------|----------|
| 1. Is individual ministry provided in a safe environment for children and vulnerable adults ie in a location with visibility and auditory protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 2. Are the parish offices separated from any parish living areas to ensure that children and vulnerable adults cannot access living quarters in the parish? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 3. Are toilets contained within a supervised environment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 4. Is the parish, including toilets, meetings rooms, halls, etc, kept locked when there is no supervision? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 5. Is the parish property including the grounds supervised when used by children and vulnerable adults? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 6. Are guidelines in place to restrict/control vehicle movements on parish grounds to ensure the safety of children and vulnerable adults? For example during fetes or large functions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 7. Are guidelines in place to ensure the parish property is secure? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 8. Are security breaches promptly reported and documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 9. Are filters/fire walls installed on parish computers to ensure that pornography and other inappropriate web sites cannot be accessed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 10. Are these filters/fire walls routinely checked and breaches documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |

| | Yes | No | N/A | If No, actions required | Date |
|---|--------------------------|--------------------------|--------------------------|-------------------------|----------|
| E. Communication, consultation and reporting | | | | | |
| 1. Are the parish's policies and procedures known to parishioners, workers and volunteers and are they easily accessible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 2. Is a copy of the mandatory reporting requirements for the state your parish is located in available to parishioners, workers and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 3. Is there a designated person/s parishioners, workers and volunteers can report any behaviour they observe involving a child or vulnerable adult that causes them concern? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 4. Is there a designated person/s outside the parish parishioners and workers can report any behaviour they observe involving a child or vulnerable adult that causes them concern? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| 5. Are the Integrity in Ministry, Integrity in the Service of the Church and Towards Healing handbooks available to all members of the parish including workers and volunteers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |
| F. Parish schools (if applicable) | | | | | |
| 1. Does the parish priest work in partnership with the school principal in all matters relating to protection of children and vulnerable adults in the school? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ | __/__/__ |

Practical guidance

Your state or territory government will be the best source of information and guidance regarding legislation. For information with a national focus visit:

[Australian Catholic Bishops Conference, National Committee for Professional Standards](#)

Towards Healing

Integrity in Ministry

Integrity in the Service of the Church

http://www.catholic.org.au/index.php?option=com_docman&task=cat_view&gid=38&Itemid=395

[Social-Networking Protocol for the Catholic Church in Australia](#)

<http://mediablog.catholic.org.au/?p=335>

[The Melbourne Response](#)

<http://www.cam.org.au/Melbourne-Response/Melbourne-Response.aspx>

[Catholic Church Insurance](#)

Managing risk in Catholic Organisations

<http://www.ccinsurance.org.au/rm/risk-management-topics.htm>

The National Committee for Professional Standards acknowledges the assistance of Catholic Church Insurance Risk Management team in the development of this publication.

For further information please contact the National Committee for Professional Standards

call 02 9669 6218 or email narelle@ncps.org.au

Important Notice: This document is provided by Catholic Church Insurance Limited and the Australian Catholic Bishops Conference, National Committee for Professional Standards for informational purposes only and should not be used or considered as a comprehensive coverage of the topics discussed. As this information is of a general nature you should consider obtaining professional advice to ensure that your own circumstances are properly considered.